AppliView -
User Manual V.1.0

AppliView
INNOVATING RECRUITMENT

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Table of Contents

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Installation 6
Starting and configuration 6
Welcome email 6
First time login 7
Forget Password 7
Setup and configuration wizard 7
Edit company information (Setup Step 1) 8
Company Name 9
Company Description 9
Language 10
Time zone 10
Default date format 10
Default resume format 10
Address 1 11
Address 2 11
City 11
State 11
Zip 11
Country 11
Phone 12
Phone extension 12
Fax 12
Email 12
Email signature 12
Email notification 12
Email from: name 12
Email from: address 12
Bounce Mail Address 13

Demo Email 13
Google Analytics 13
Logo 14
Twitter Integration 14
Facebook Integration 14
Website 14
Setup Step 2 15
Designation Master 15
Functional Area 18
Job Status 21
Email Template List 24
Resume Source 28
Qualification Master 32
Industry Master 36
Logo 39
Extra Fields 44
Applicant Status 48
Video 51
Setup Step 3 (Create users) 54
First Name 55
Last Name 55
Employee Code 55
Username 55
Password 55
Confirm Password 56
Email 56
Role 56
Status 56
Add 56
Cancel 56
Top Menu 56
Welcome Screen (Home) 58

Calendar 58
Administrator Information Block *(Administrators only)* 59
The Top Block *(Administrators only)* 59
The Bottom Block *(Administrators only)* 59
Information/Snapshot 60
Jobs *(All users but restricted to recruiters and interviewers)* 61
First Time (No Jobs) 61
Add New Job 62
Import Job 68
Job list 72
Top Buttons 73
Bottom Buttons 79
Applicants 80
Intelligent Match 80
Applicant Details 82
History 82
Activity Details 83
Interview Details 88
Schedule an Interview 89
Tags 92
List/Grid 93
Applicants (Bottom Buttons) 95
Candidates 99
Candidates' List 99
View Resume 99
History 99
View Interviews 100
Print Resume 100
Upload Resume 101
Search 102
Filter (By Functional Area) 102
Sorting and Customize Columns 102

Paging 103
List Alphabetically 104
Add New 104
Editing 109
Delete 110
List All 111
Import Candidates 111
Export to CSV 113
New Activity 114
Activity Type 115
Bulk Email 118
Jobs 118
Candidate Status 119
Candidates 119
Email Subject 119
Email Content 119
Send 120
Email Preview 120
Cancel 120
Report 120
Charts 121
Job Details (PDF) 126
Publish 128
Publish to a Website 128
RSS 129
Publish a Single Job 129
Manager 131
Company 132
Master Data 134
Career Website 134
My Account 155

It would not let me edit this page.

Installation

We provide a completely installed version; you do not need to install any software.

Starting and configuration

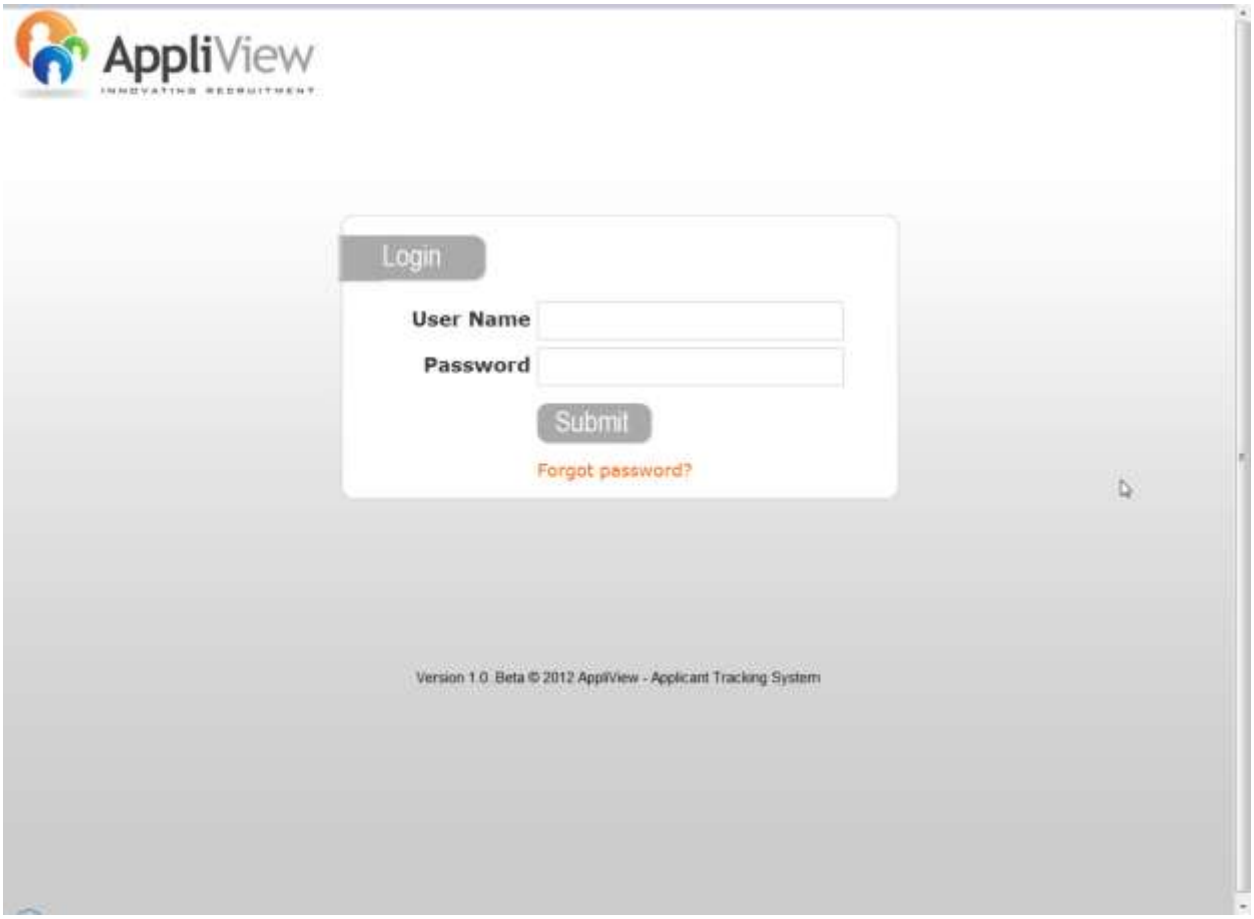
Welcome email

You will receive a welcome email from us. This email includes some important information along with a default username and password to access the system; please keep this email for future reference. If you do not receive a welcome email, please contact us or email us at support@appliview.com

First time login

With the default username and password you can login to your own secure copy of AppliView. Please refer to the welcome email for your Career Website and admin URL.

When you visit the admin login URL , you should see a screen like below:



Forget Password

If you have forgotten your password, please click the 'Forgot Password?' link, enter your username and email address. After you submit this form, the system will send you a link to reset your password.

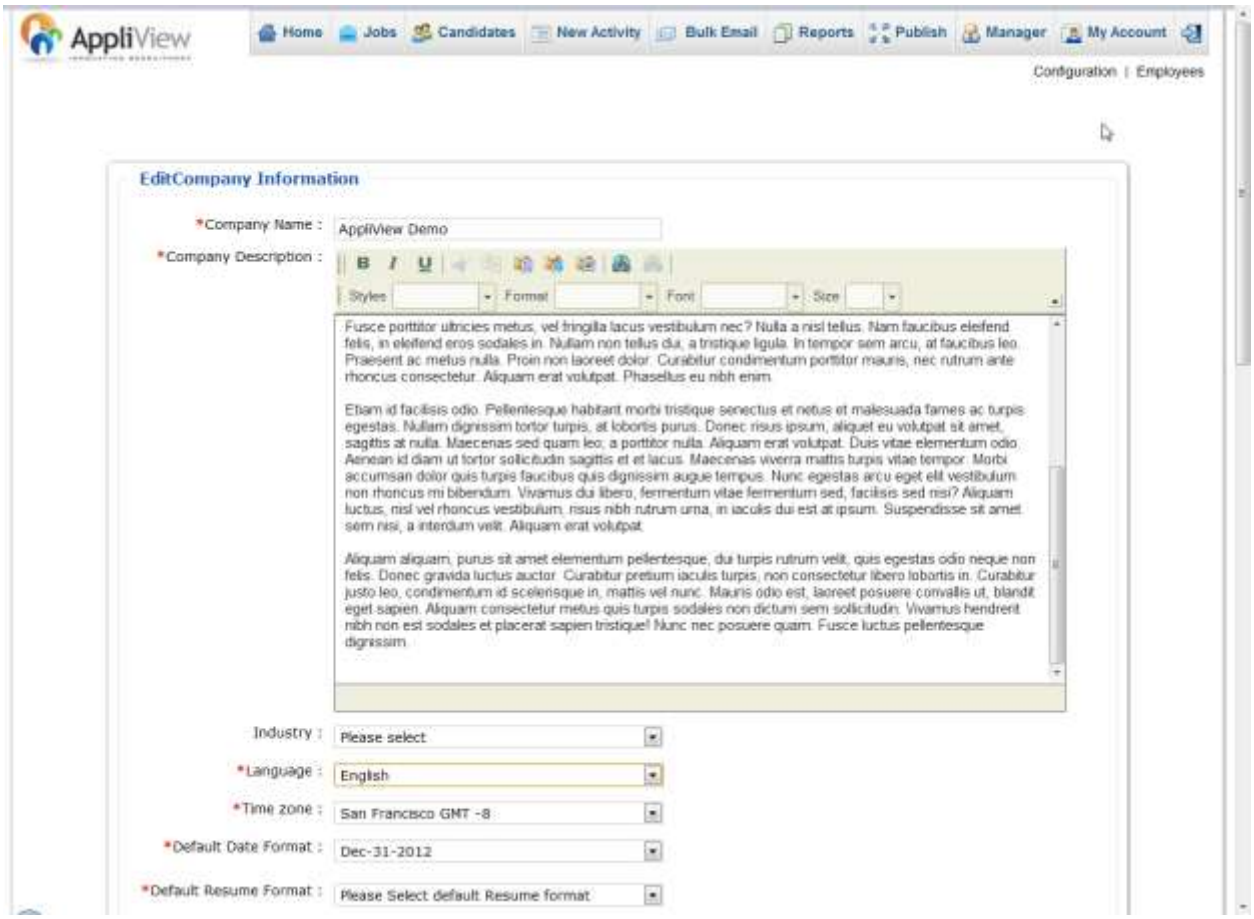
Setup and configuration wizard

When you login for the first time, you will see a welcome screen, which will help you configure this application as per your business requirements. The same setup wizard is also available to administrators later on from manager sections.

Please click on 'Next' button to start the configuration wizard.

Edit company information (Setup Step 1)

This screen allows you to customize the defaults to your company. These settings are used for all communication and reports. All fields marked with * are mandatory.

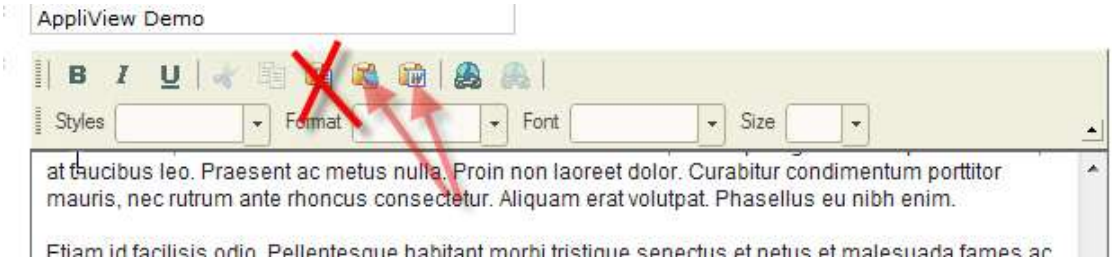

AppliView
Home
Jobs
Candidates
New Activity
Bulk Email
Reports
Publish
Manager
My Account
Configuration | Employees
EditCompany Information
*Company Name :
AppliView Demo
*Company Description :
Styles
Format
Font
Size
Fusce porttitor ultricies metus, vel fringilla lacus vestibulum nec? Nulla a nisl tellus. Nam faucibus eleifend felis, in eleifend eros sodales in. Nullam non tellus dui, a tristique ligula. In tempor sem arcu, at faucibus leo. Praesent ac metus nulla. Proin non laoreet dolor. Curabitur condimentum porttitor mauris, nec rutrum ante rhoncus consectetur. Aliquam erat volutpat. Phasellus eu nibh enim.
Etiam id facilisis odio. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nullam dignissim tortor turpis, at lobortis purus. Donec risus ipsum, aliquet eu volutpat sit amet, sagittis at nulla. Maecenas sed quam leo, a porttitor nulla. Aliquam erat volutpat. Duis vitae elementum odio. Aenean id diam ut tortor sollicitudin sagittis et et lacus. Maecenas viverra mattis turpis vitae tempor. Morbi accumsan dolor quis turpis faucibus quis dignissim augue tempus. Nunc egestas arcu eget elit vestibulum non rhoncus mi bibendum. Vivamus dui libero, fermentum vitae fermentum sed, facilisis sed nisi? Aliquam luctus, nisl vel rhoncus vestibulum, risus nibh rutrum urna, in iaculis dui est at ipsum. Suspendisse sit amet sem nisi, a interdum velit. Aliquam erat volutpat.
Aliquam aliquam, purus sit amet elementum pellentesque, dui turpis rutrum velit, quis egestas odio neque non felis. Donec gravida luctus auctor. Curabitur pretium iaculis turpis, non consectetur libero lobortis in. Curabitur justo leo, condimentum id scelerisque in, mattis vel nunc. Mauris odio est, laoreet posuere convallis ut, blandit eget sapien. Aliquam consectetur metus quis turpis sodales non dictum sem sollicitudin. Vivamus hendrerit nibh non est sodales et placerat sapien tristique! Nunc nec posuere quam. Fusce luctus pellentesque dignissim.
Industry :
Please select
*Language :
English
*Time zone :
San Francisco GMT -8
*Default Date Format :
Dec-31-2012
*Default Resume Format :
Please Select default Resume format

Company Name

Enter your company name using a maximum of 100 characters

Company Description

This is a detailed description about your company; you may also use formatting here like **bold** to highlight stext or a link, etc. This information is for use on your career or job portal for a link ‘About us’


AppliView Demo
Styles
Format
Font
Size
at faucibus leo. Praesent ac metus nulla. Proin non laoreet dolor. Curabitur condimentum porttitor mauris, nec rutrum ante rhoncus consectetur. Aliquam erat volutpat. Phasellus eu nibh enim.
Etiam id facilisis odio. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac

If you copy text from other, source, for example, your website, Microsoft Word, Please use only or do not use “copy” as it may cause problem to your configuration.

Industry

Please select the industry relevant to your business. If you are a recruitment agency, please select default industry or major industry you serve.

Language

Please select a language in which you would like to use AppliView. At this time we only support English but we will support other major languages very soon.

Time zone

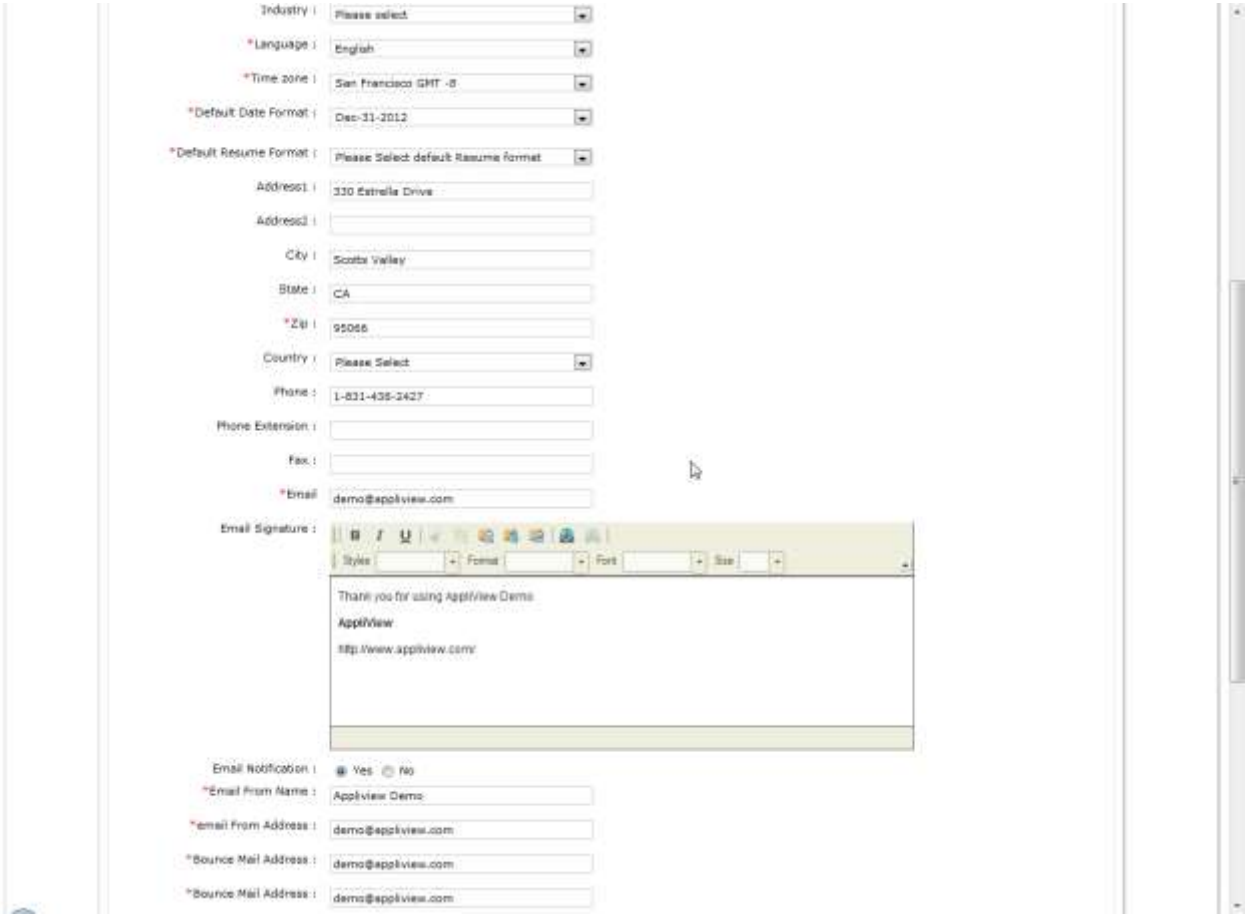
Please select your default time zone. This is used when you create a schedule, activity or interview. All your activities are recorded based on this time zone. You also have the option to change the time zone when you create an activity or interview schedule. This feature supports multiple time zones if you are running a business in different time zones. This feature is also used to send reminders about activities and you’ll get reminders based on your chosen time zone.

Default date format

This allows you to set the date format for your application. All dates in the system are displayed based on this configuration.

Default resume format

If you do business in different countries, your candidates will have an option to select a format for their resume. You can select a default format; this will show to candidates as “Selected.”



Address 1
Address of your business, for example street address

Address 2
Additional address of your business

City
City of your business

State
State of your business

Zip
Zip code of your business

Country
Country of your business

Phone
Your phone number or company phone number

Phone extension
Your phone extension, if any

Fax
Fax number

Email
Your email address

Email signature
Default email signature used in all outbound emails, this will added at end of all emails.

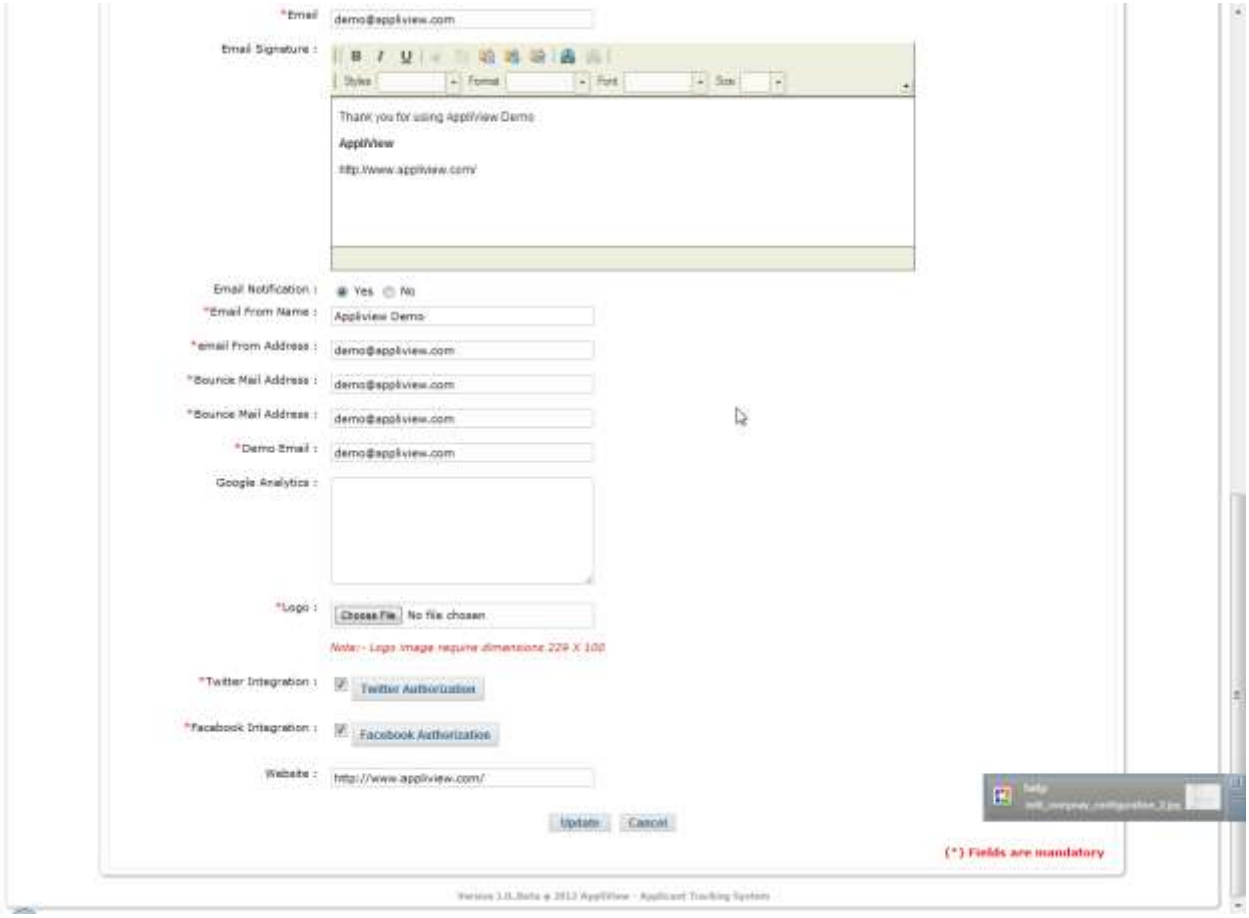
Email notification
This allows email notification. If you set this to “No” the system will not send any email or reminder.

Email from: name
The name from which your emails are sent; for example, My Company Name or HR Department — My Company. *Please note that this is not an email address so use a descriptive name so recipients can identify your organization.*

Email from: address
This is a real email address by which all your emails are sent; please use a valid email address. If you fail to use a valid email your emails may end up in the recipient’s junk folder. Example: hr@mycompany.com. When your recipients hit “reply”, they will be sending emails to this email address.

Bounce Mail Address

This can be same address as above or different. If any emails are not delivered by any reason, emails are sent back to this email address.



Demo Email

After you set the demo email address by adding an email address here, all emails will be sent to this email address. The system will ignore email addresses of users and will ONLY send email to this address. We advise you to test the system with your demo email address before you start using it with other users.

Google Analytics

Google Analytics shows you how people found your career website or job portal, how they explored it, and how you can enhance their visitor experience. With this information, you can improve your website's return on investment, increase conversions, and make more business on the Web. You can review more information here http://www.google.com/analytics/

Please signup for Google analytics and put your code here.

Logo

Please upload your logo within the size range given, this will displayed throughout the system on top left corner.

Twitter Integration

This feature helps you to publish your jobs on Twitter helps you to spread the word quickly. Please click on “Twitter Authorization” button to start; this allows you to authorizedyour Twitter account. Please do not use your personal account, instead use a business Twitter account.

Facebook Integration

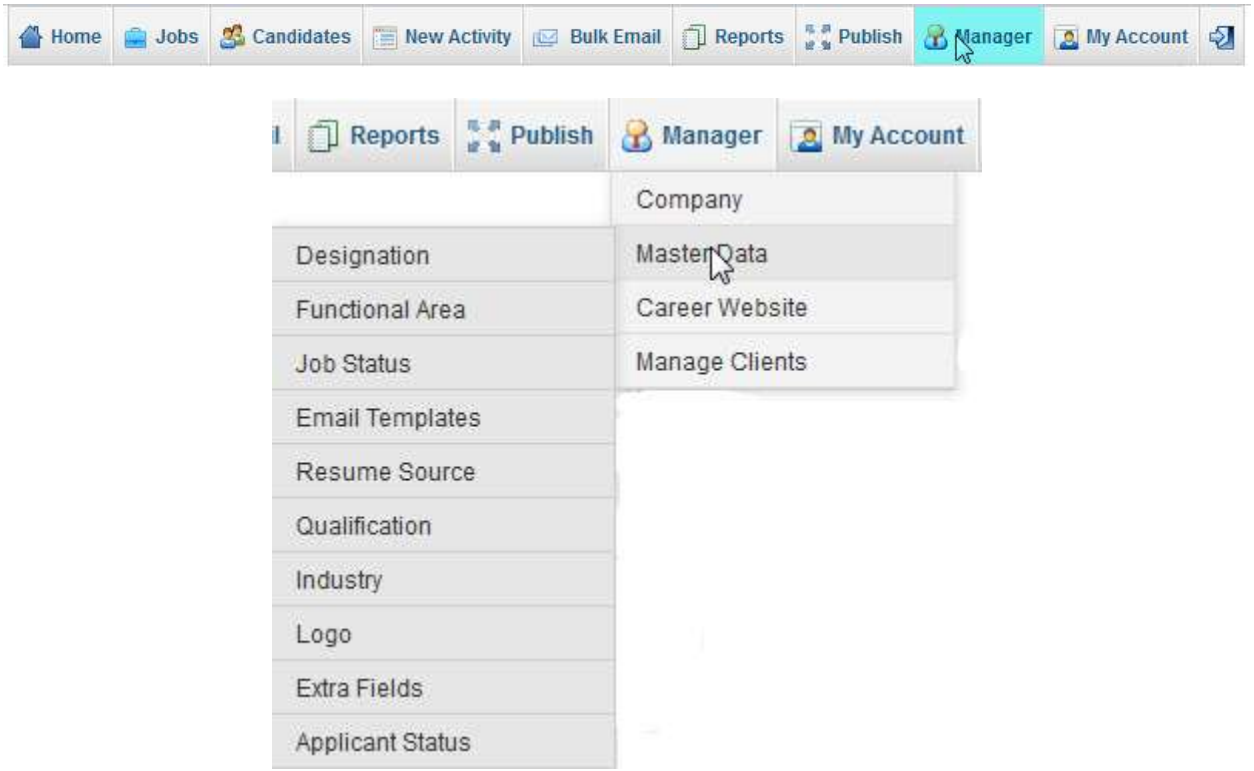
This feature will publish your job to your Facebook account. Click on “Facebook Authorization” button as required to authorize the application to publish your job on your Facebook page.

Website

Please put your website address here, for example, http://www.example.com

Setup Step 2

This step allows you to configure your “basic” master data, which will be used across the system. It is pre-configured with common data that you can configure as per your business requirements and terminology you use in your recruitment cycle.

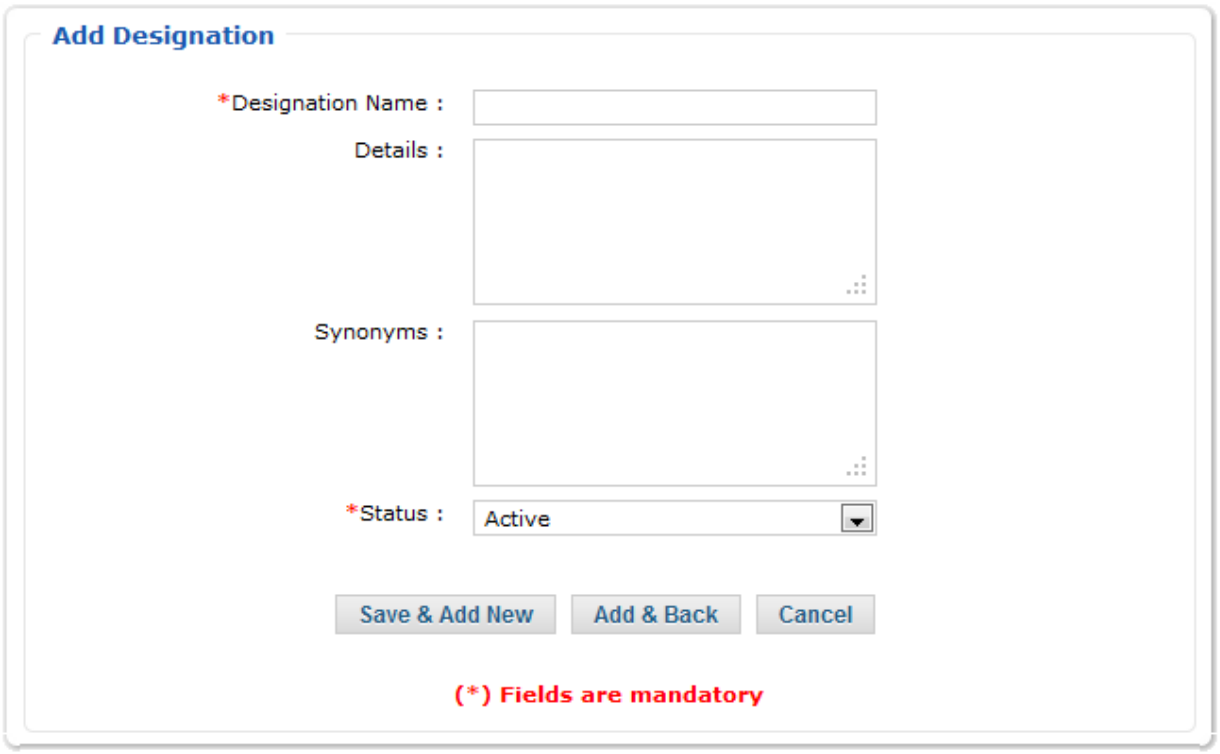


Designation Master

The designation (position) data as per your business requirements and internal terms you use. You can delete additional data and keep it blank.

Add New Designation

You can add a new designation.



Designation Name

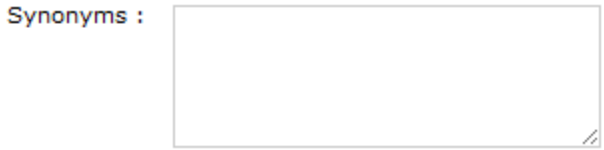
Title of a designation you want to add.

Details

Any further information you would like to enter about designation.

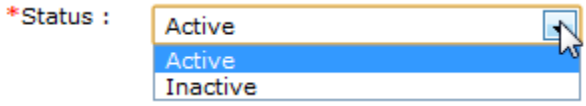
Synonyms

Other titles that can be used for the designation you are adding, for example, HR Manager can also be termed as Human Resource Manager/ HRM/ HR & Admin Manager/HR & IR Manager/Personnel Manager/Manager-HR etc.



Status

Status of designtation will be “Active” by default, you can inactivate any that is now absolute/changed/not in use.



Save and Add New

This will save/create a designation and will show you a form to create a new designation.

Add and Back

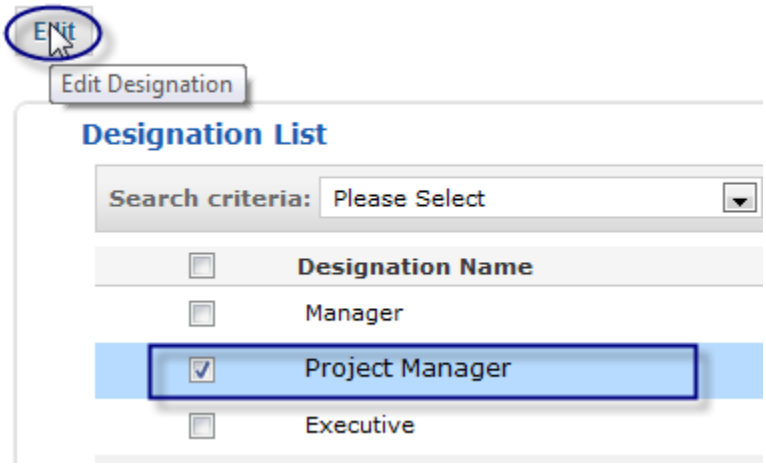
With this option, your new designation is created and you are send back to the list screen.

Cancel

Cancel entire operation and go back to previous list screen.

Edit

You can edit present designation records

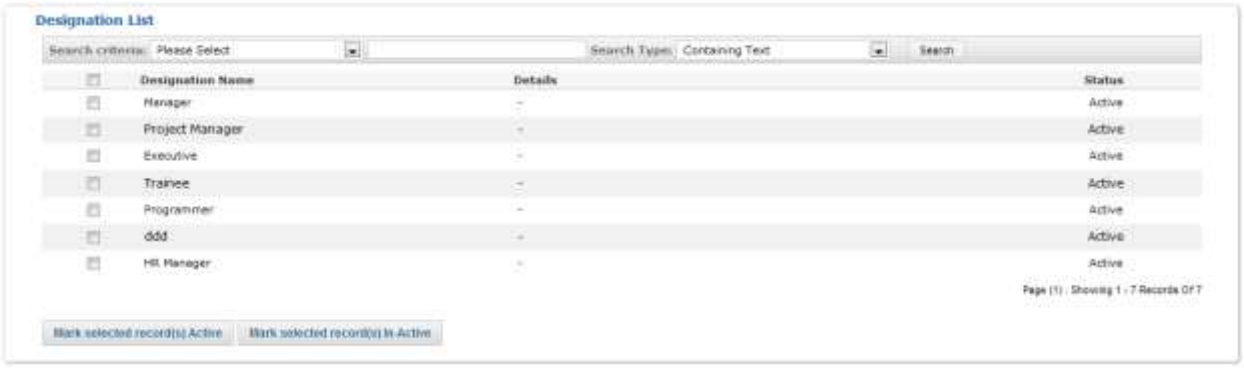


Search

You can search any particular designation before adding/editing/deleting.

List All

Shows List of Designations added in the databse.



List Active

Shows list of all active designations in the database.

Image to be added….

Mark Selected Record(s) In-Active

You can select a record that is active and now to be converted as inactive.

Image to be added….

List In-Active

Shows list of all inactive designations in the database.

Image to be added….

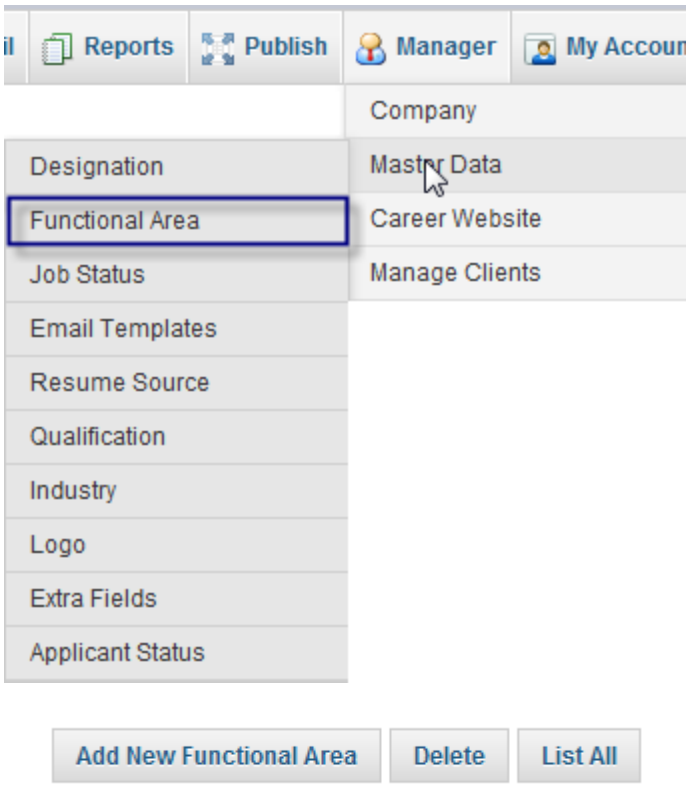
Mark Selected Record(s) Active

You can select a record that is active and now to be converted as inactive.

Image to be added….

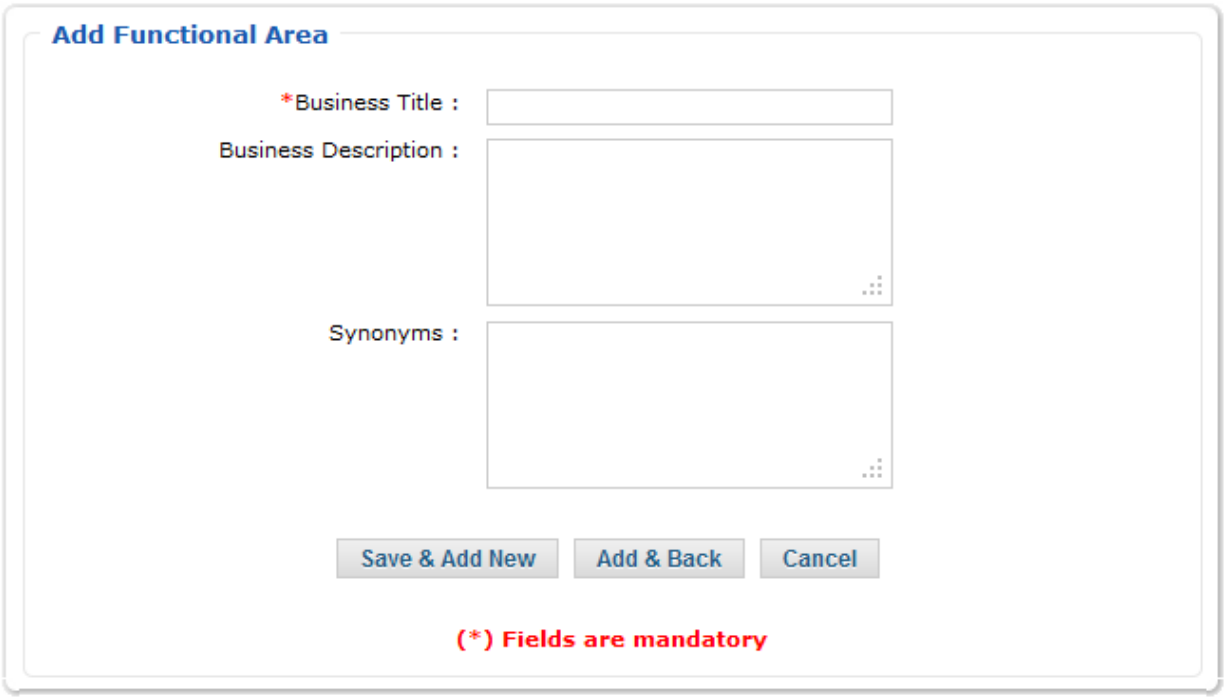
Functional Area

The functional area maps the functional structure of any department of company or nature of work such as marketing, accounts, etc.



Add New Functional Area

A new functional area can be added



Business Title

Name of new functional area

Business Description

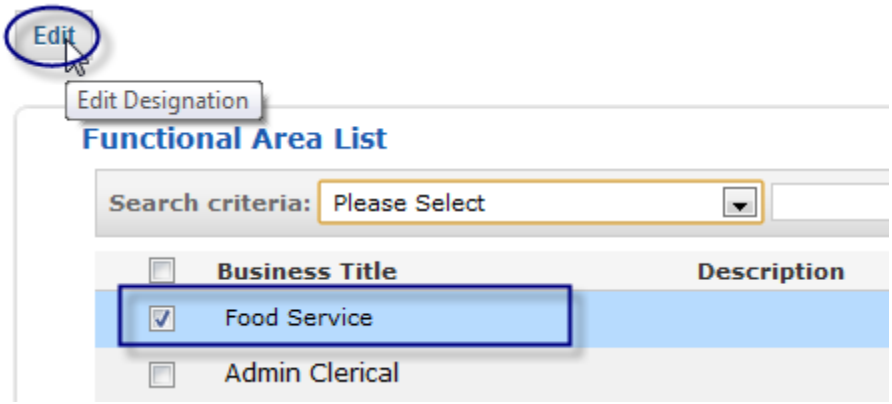
Details of activities done under this functional area

Synonyms

Add other names that can be used by candidate in their resume to describe this functional area.

Edit

You can edit present functional area records



Save an Add New

This will save/create a functional area and will show you a form to create a new functional area.

Add and Back

With this option, your new functional area is created and you are send back to the list screen.

Cancel

Cancel entire operation and back to previous list screen.

Search

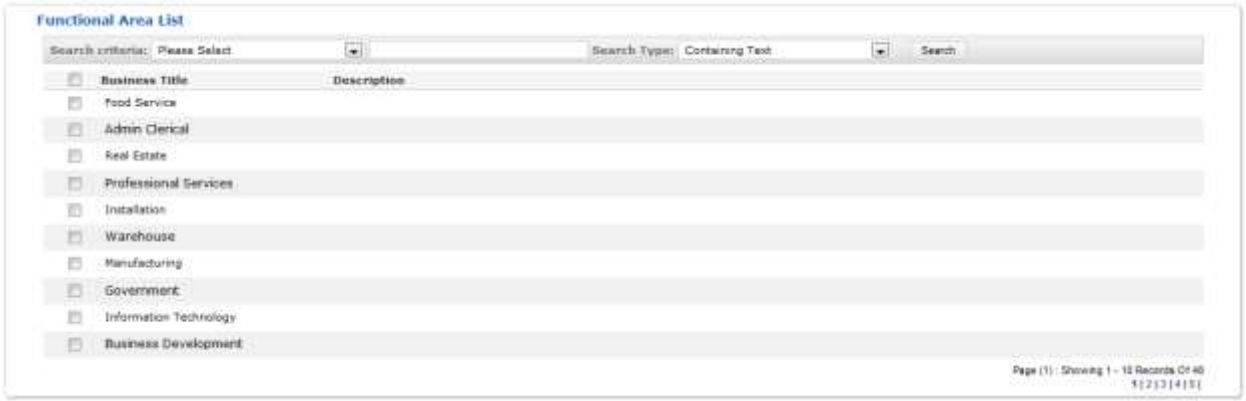
You can search any particular Functional Area before adding/editing/deleting.

Delete

Deletes a record from the database

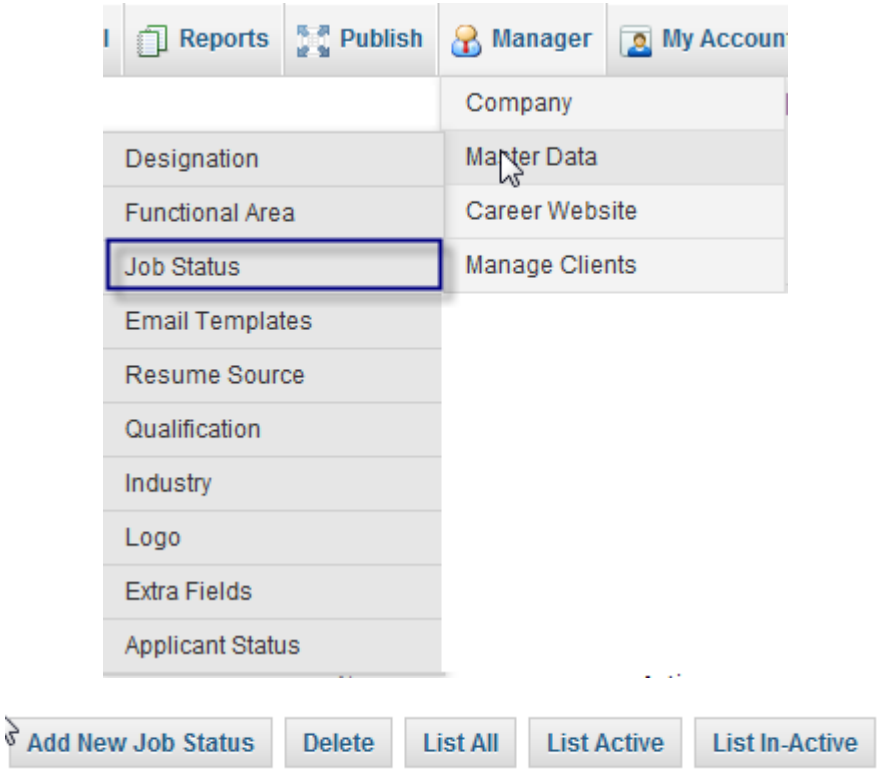
List All

Shows list of functional areas added to the database.



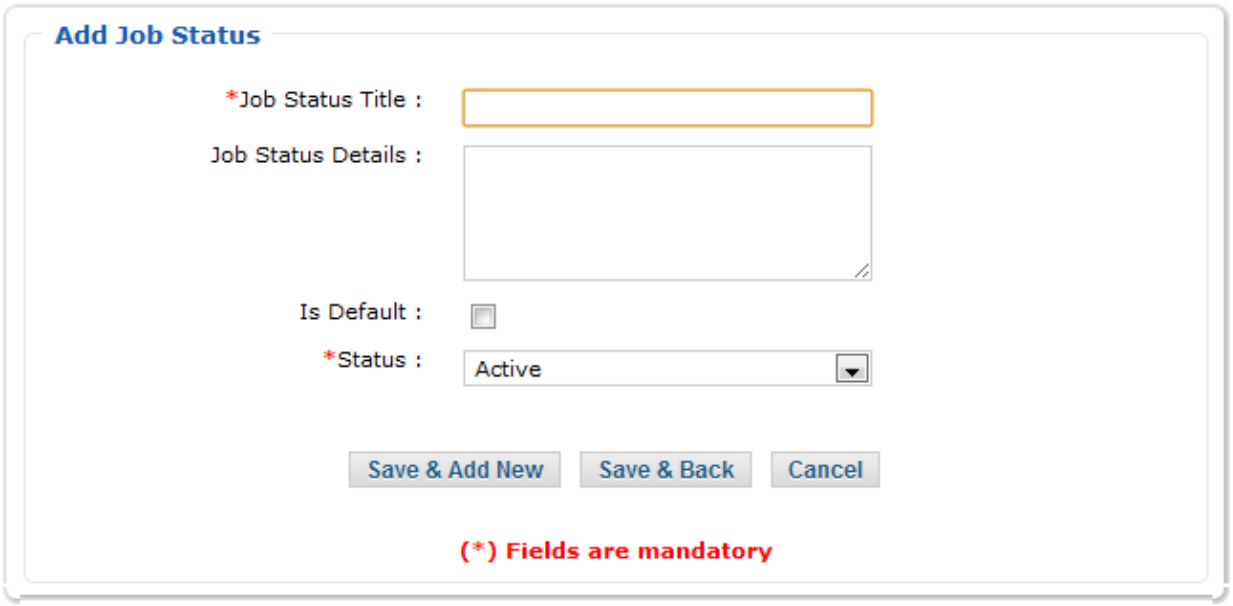
Job Status

Job status data is a different status of job opening in your recruitment cycle and it shows the status of a particular job as it progress. This is used by the system while creating reports on job openings and to filter data based on statuses.



Add New Job Status

You can add a new job status. For an example, you might put a job opening on hold and then decide to hire for that position again, you could put “reopened” as a new job status.



Job Status Title

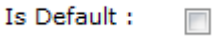
Name of the new job status.

Job Status Details

Desribe what this job status is and when it can be used.

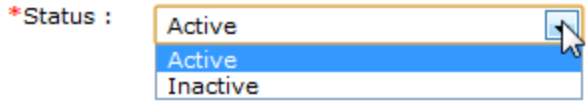
Default

This is generally applied when any job added to the system will automatically have a default job status.



Status

This allows you to change any job status to inactive if not in use.



Save and Add New

This will save or create a job status and will gives you a form to create a new job status.

Add and Back

With this option, your new job status is created and you are sent back to the list screen.

Cancel

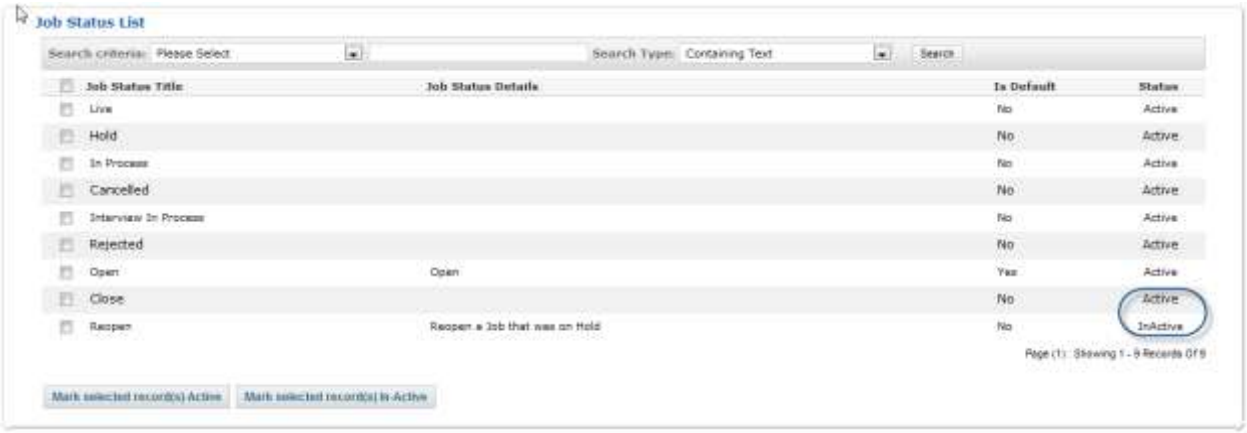
Cancels entire operation and sends you back to the previous list screen.

Delete

Deletes a job status record from the database.

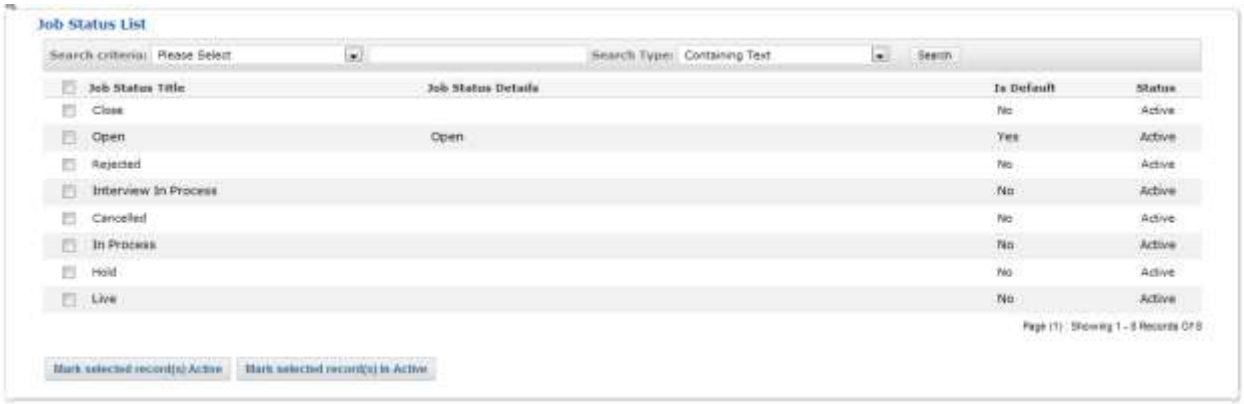
List All

A listing of all the active and inactive job statuses.



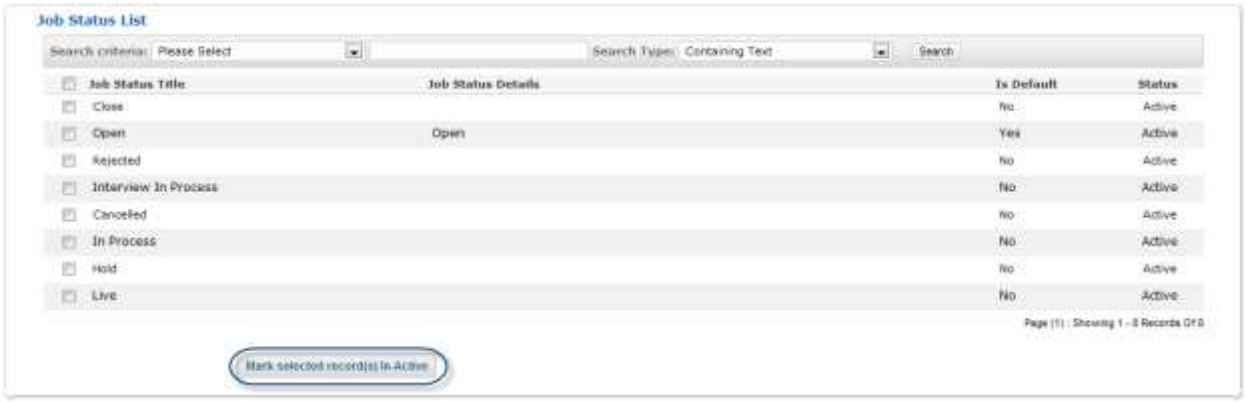
List Active

Lists of job having an active status.



Mark Selected Record(s) Inactive

Allows you to select a record that is active and designate it as inactive.



Inactive List

A list of jobs having inactive status.

Mark Selected Record(s) Active

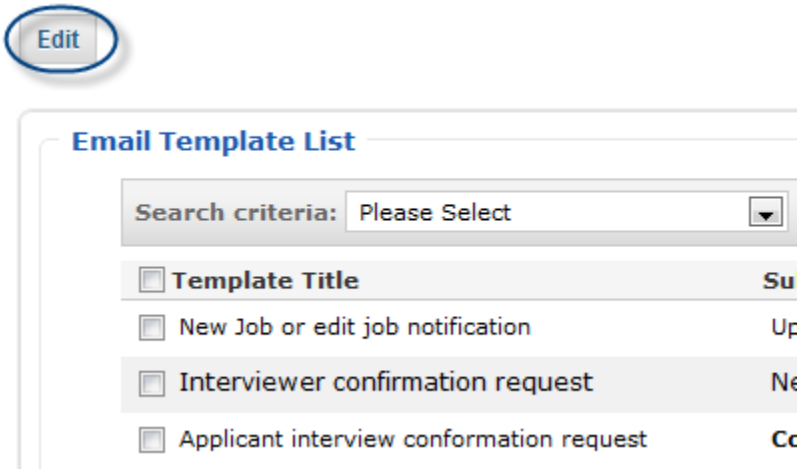
Allows you to select a record that is inactive and designate it as active.

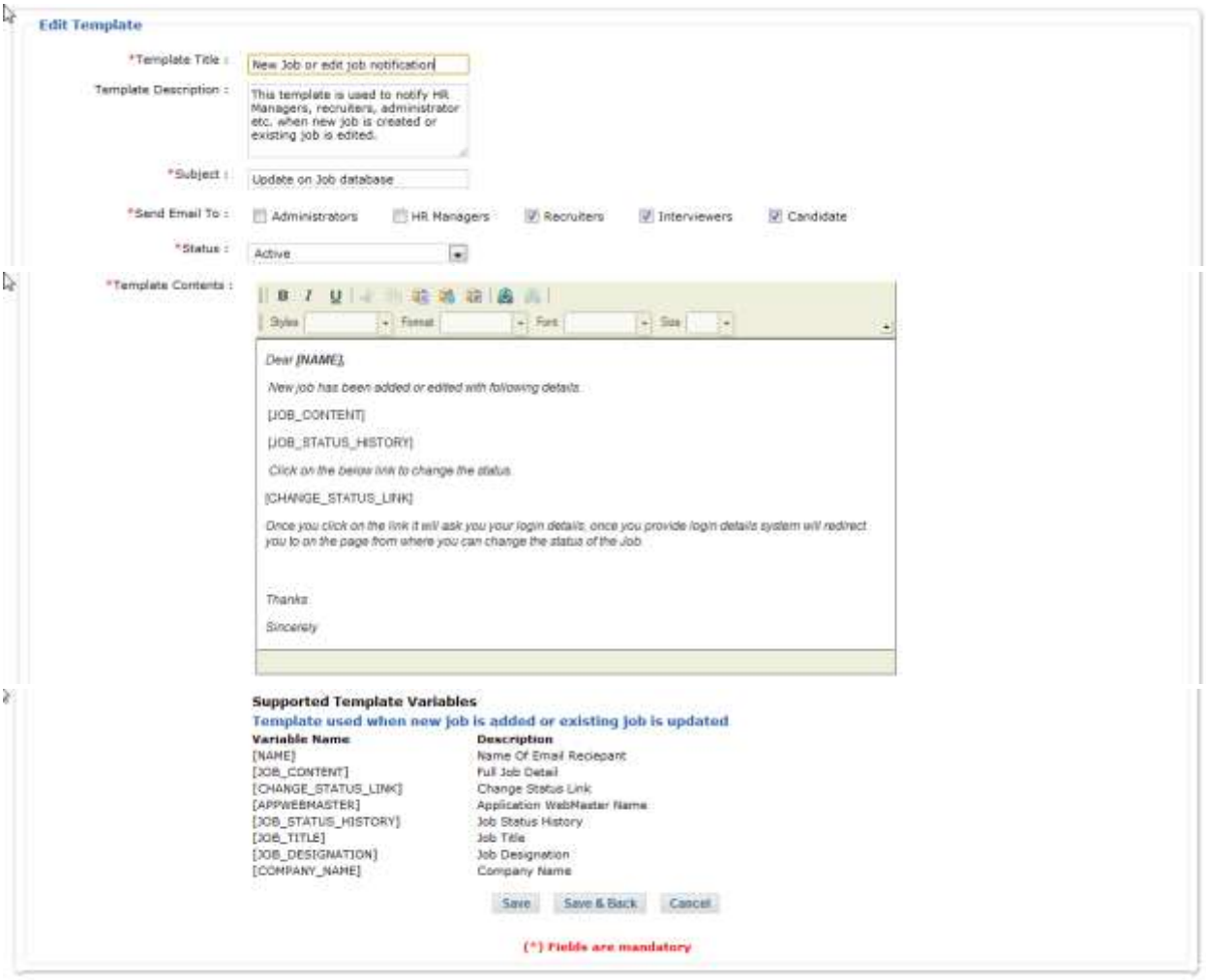
Email Template List

Email templates are preconfigured autoresponder messages to cover standard types of job-related notification and requests to be sent as needed.

Edit

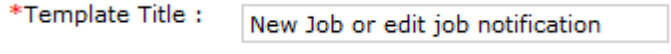
Allows you to change these email templates to add your own message text.





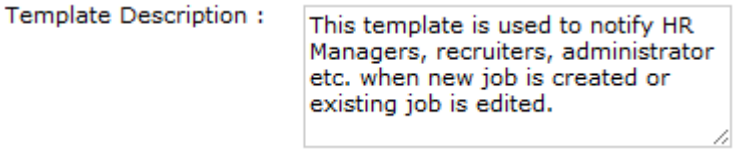
Template Title

Name of the email template



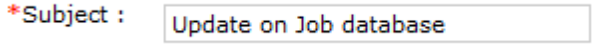
Template Description

The details of the template. You can add the purpose of this message when it is to be sent.


Template Description :
This template is used to notify HR Managers, recruiters, administrator etc. when new job is created or existing job is edited.

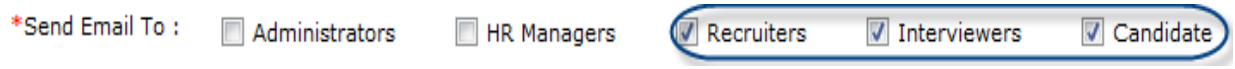
Subject

The purpose of the email being sent.



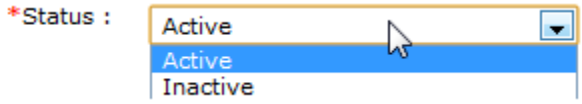
Send Email To

Here you select who will receive this particular email.



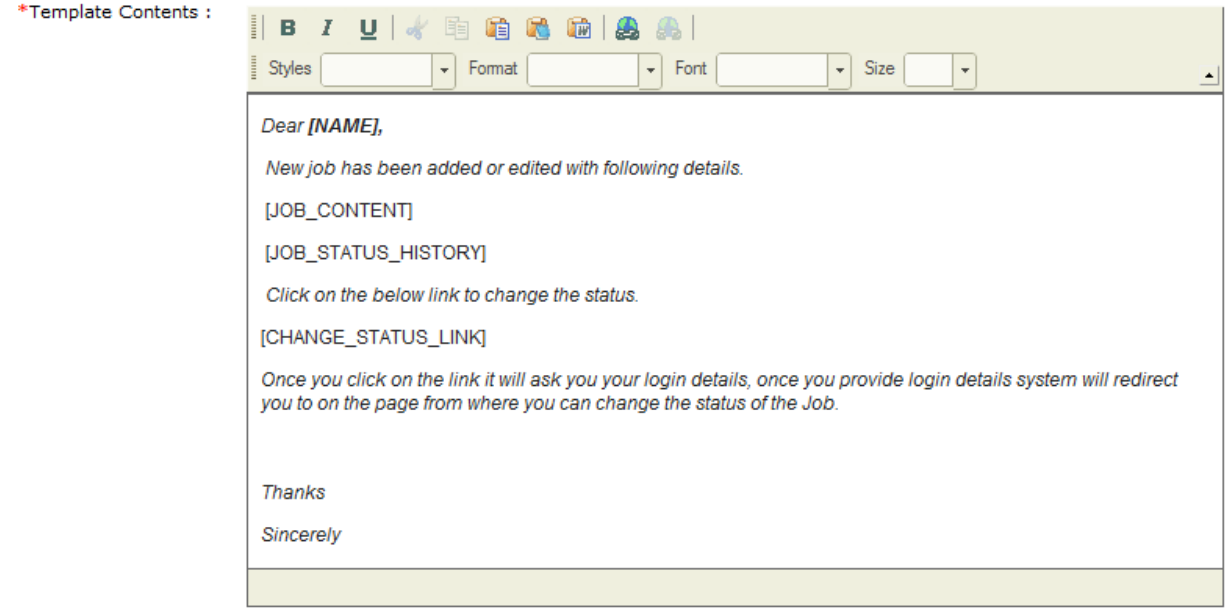
Status

This allows you to change any job status to inactive if it's not in use.



Template Contents

Here you can customize your autoresponder.


*Template Contents :
Styles
Format
Font
Size
Dear [NAME],
New job has been added or edited with following details.
[JOB_CONTENT]
[JOB_STATUS_HISTORY]
Click on the below link to change the status.
[CHANGE_STATUS_LINK]
Once you click on the link it will ask you your login details, once you provide login details system will redirect you to on the page from where you can change the status of the Job.
Thanks
Sincerely

Supported Template Variables

These are the values directly taken from the database that customize your email.

Variable Name	Description
[NAME]	Name Of Email Reciepant
[JOB_CONTENT]	Full Job Detail
[CHANGE_STATUS_LINK]	Change Status Link
[APPWEBMASTER]	Application WebMaster Name
[JOB_STATUS_HISTORY]	Job Status History
[JOB_TITLE]	Job Title
[JOB_DESIGNATION]	Job Designation
[COMPANY_NAME]	Company Name

Save

This saves your current email template.

Save and Back

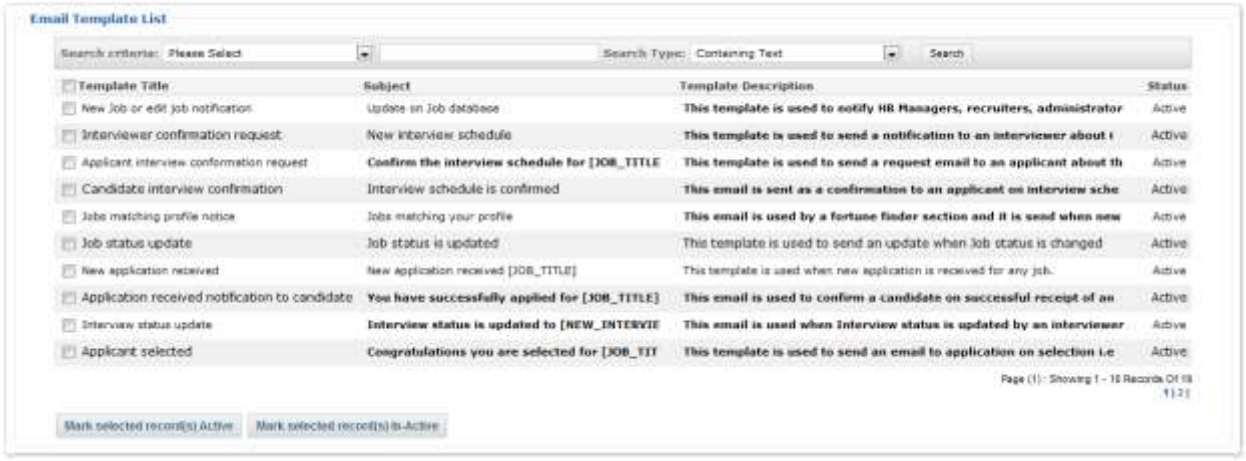
With this option, your email template is saved and you are sent back to the list screen.

Cancel

This cancels the entire operation and takes you back to the previous list screen.

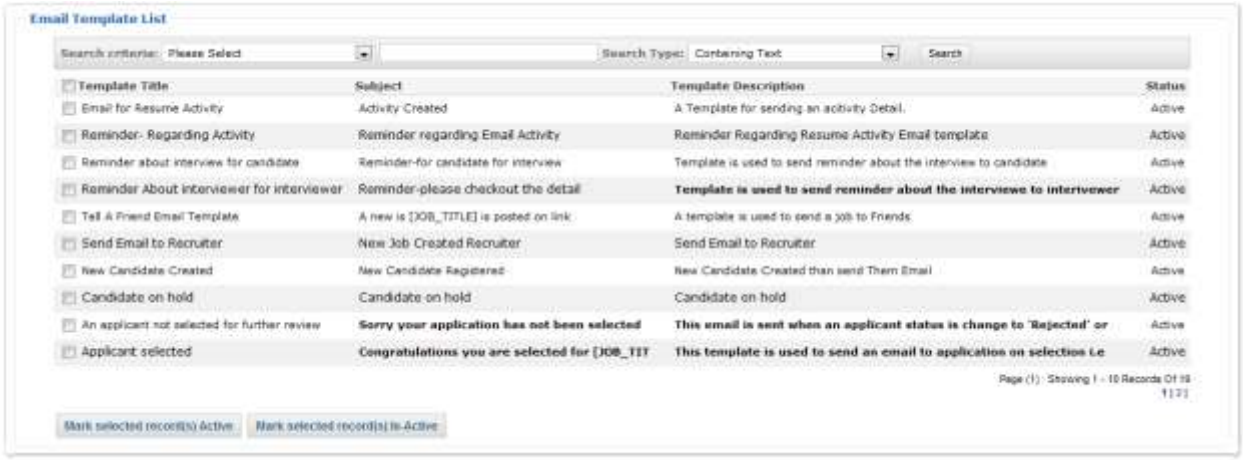
List All

This lists all active inactive email templates.


Email Template List
Search criteria: Please Select
Search Type: Containing Text
Search
Template Title
Subject
Template Description
Status
New Job or edit job notification
Update on Job database
This template is used to notify HR Managers, recruiters, administrator
Active
Interviewer confirmation request
New interview schedule
This template is used to send a notification to an interviewer about t
Active
Applicant interview conformation request
Confirm the interview schedule for [JOB_TITLE
This template is used to send a request email to an applicant about th
Active
Candidate interview confirmation
Interview schedule is confirmed
This email is sent as a confirmation to an applicant on interview sche
Active
Jobs matching profile notice
Jobs matching your profile
This email is used by a fortune finder section and it is send when new
Active
Job status update
Job status is updated
This template is used to send an update when Job status is changed
Active
New application received
New application received [JOB_TITLE]
This template is used when new application is received for any job.
Active
Application received notification to candidate
You have successfully applied for [JOB_TITLE]
This email is used to confirm a candidate on successful receipt of an
Active
Interview status update
Interview status is updated to [NEW_INTERVIE
This email is used when Interview status is updated by an interviewer
Active
Applicant selected
Congratulations you are selected for [JOB_TIT
This template is used to send an email to application on selection i.e
Active
Page (1) : Showing 1 - 10 Records Of 10
1 | 2 |
Mark selected record(s) Active
Mark selected record(s) In-Active

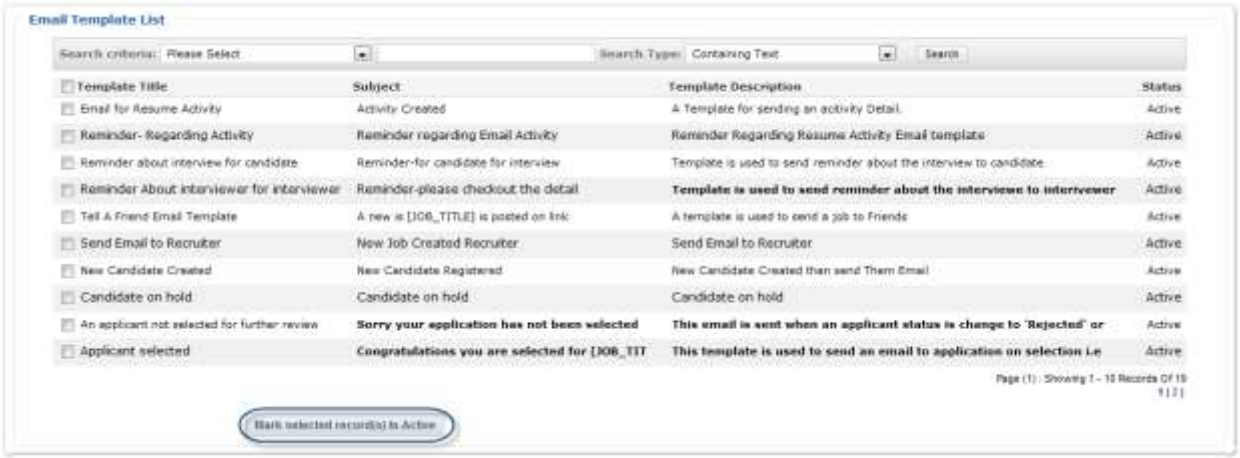
Active List

List of email templates with an active status.


Email Template List
Search criteria: Please Select
Search Type: Containing Text
Search
Template Title
Subject
Template Description
Status
Email for Resume Activity
Activity Created
A Template for sending an activity Detail.
Active
Reminder- Regarding Activity
Reminder regarding Email Activity
Reminder Regarding Resume Activity Email template
Active
Reminder about interview for candidate
Reminder-for candidate for interview
Template is used to send reminder about the interview to candidate
Active
Reminder About interviewer for interviewer
Reminder-please checkout the detail
Template is used to send reminder about the interviewe to intertvewer
Active
Tell A Friend Email Template
A new is [JOB_TITLE] is posted on link
A template is used to send a job to Friends
Active
Send Email to Recruiter
New Job Created Recruiter
Send Email to Recruiter
Active
New Candidate Created
New Candidate Registered
New Candidate Created than send Them Email
Active
Candidate on hold
Candidate on hold
Candidate on hold
Active
An applicant not selected for further review
Sorry your application has not been selected
This email is sent when an applicant status is change to 'Rejected' or
Active
Applicant selected
Congratulations you are selected for [JOB_TIT
This template is used to send an email to application on selection i.e
Active
Mark selected record(s) Active
Mark selected record(s) In Active

Mark Selected Record(s) Inactive

You can select a record that is active and designate it as inactive.


Email Template List
Search criteria: Please Select
Search Type: Containing Text
Search
Template Title
Subject
Template Description
Status
Email for Resume Activity
Activity Created
A Template for sending an activity Detail.
Active
Reminder- Regarding Activity
Reminder regarding Email Activity
Reminder Regarding Resume Activity Email template
Active
Reminder about interview for candidate
Reminder-for candidate for interview
Template is used to send reminder about the interview to candidate
Active
Reminder About interviewer for interviewer
Reminder-please checkout the detail
Template is used to send reminder about the interviewe to intertvewer
Active
Tell A Friend Email Template
A new is [JOB_TITLE] is posted on link
A template is used to send a job to Friends
Active
Send Email to Recruiter
New Job Created Recruiter
Send Email to Recruiter
Active
New Candidate Created
New Candidate Registered
New Candidate Created than send Them Email
Active
Candidate on hold
Candidate on hold
Candidate on hold
Active
An applicant not selected for further review
Sorry your application has not been selected
This email is sent when an applicant status is change to 'Rejected' or
Active
Applicant selected
Congratulations you are selected for [JOB_TIT
This template is used to send an email to application on selection i.e
Active
Mark selected record(s) In Active

Inactive List

A list of email templates with an inactive status.

Image to be added

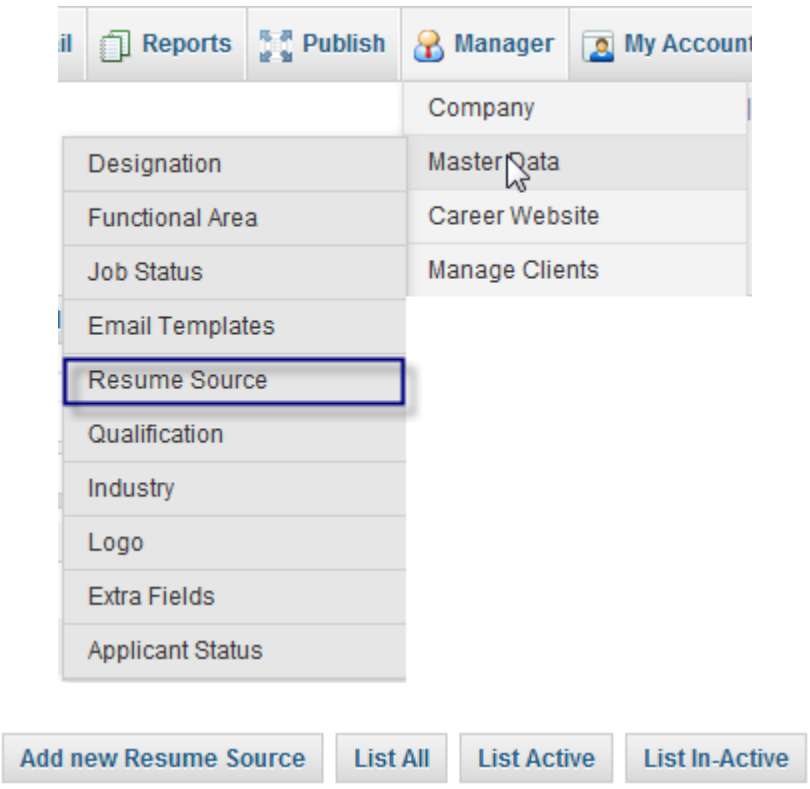
Mark Selected Record(s) Active

You can select a record that is active and designate it as inactive.

Image to be added

Resume Source

This identifies whether a candidate applied from your website, Facebook or you imported the data from another source. You can also view the report to review the performance of different sources. You can delete additional data and keep it blank. You may also manage this data later from the “Manager’”menu.



Add Resume Source

You can add a new resume source here: for example, resumes obtained from a job fair.

Resume Source Title

The name of a new source of resumes.

Save and Add New

This is a form to save or create a new resume source.

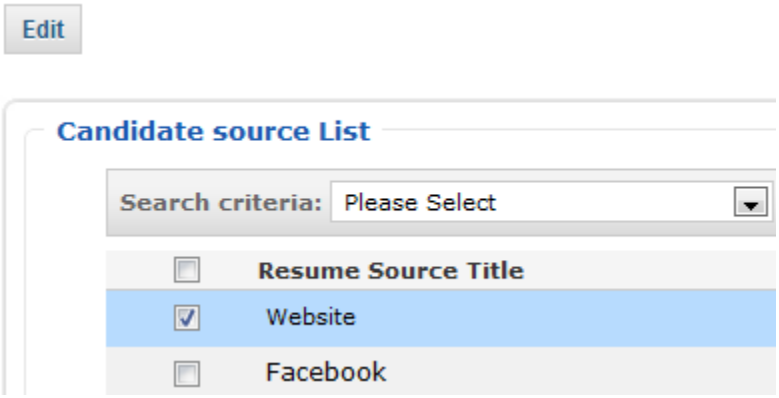
Save and Back

With this option, your resume source is created and you are sent back to the list screen.

Cancel

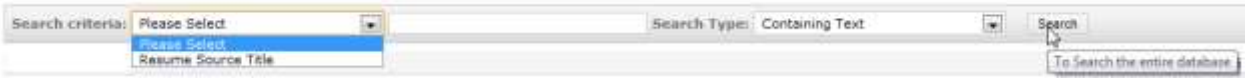
This cancels the entire operation and send you back to the previous list screen.

Edit



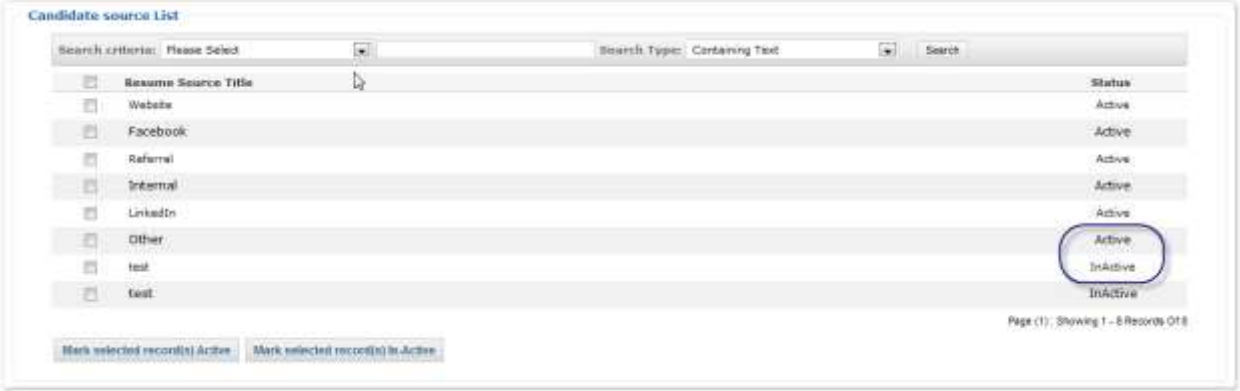
Search

This allows you to search the records for resume sources. Select search criteria, add text of what you want to search and click “Search.”



List All

A list of all active and inactive resume sources.

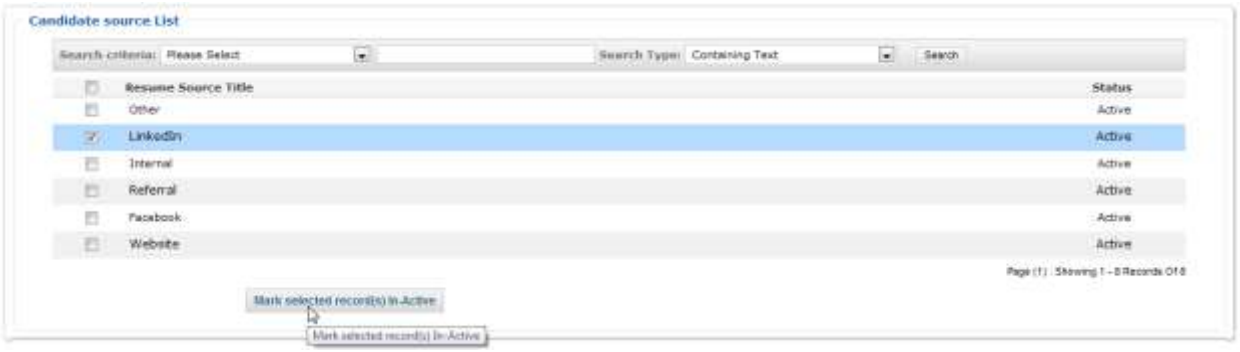


List Active

List of Email templates having Status – Active

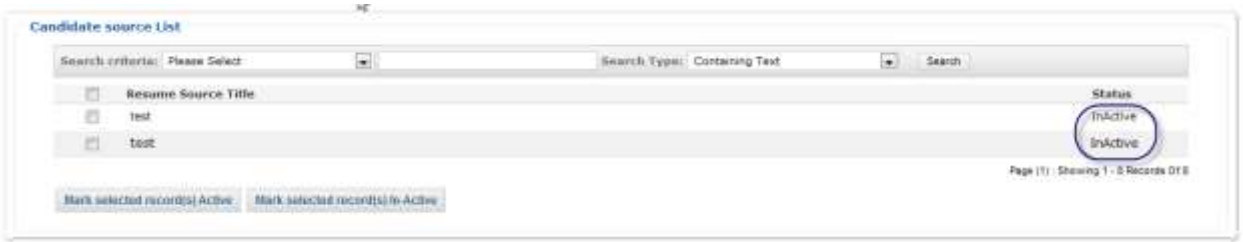
Mark selected record(s) inactive

To select an active record and designate it as inactive.



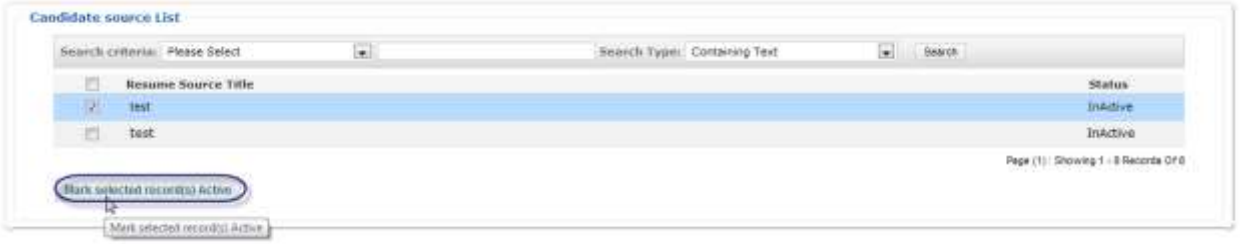
Inactive List

List of email templates having an inactive status.



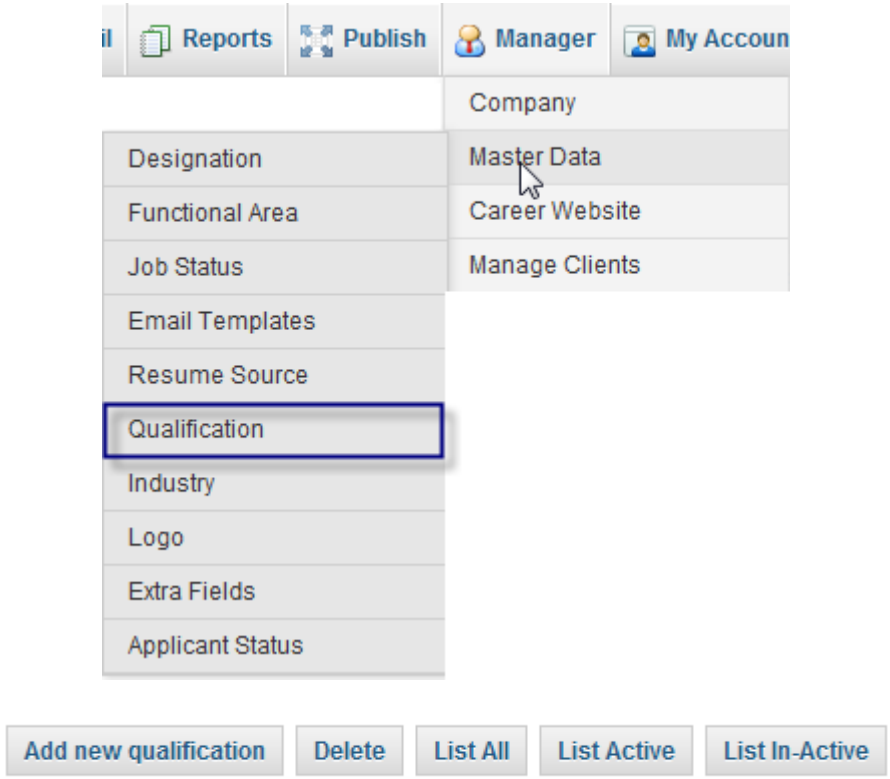
Mark Selected Record(s) Active

To select an active record and designate it as Inactive.



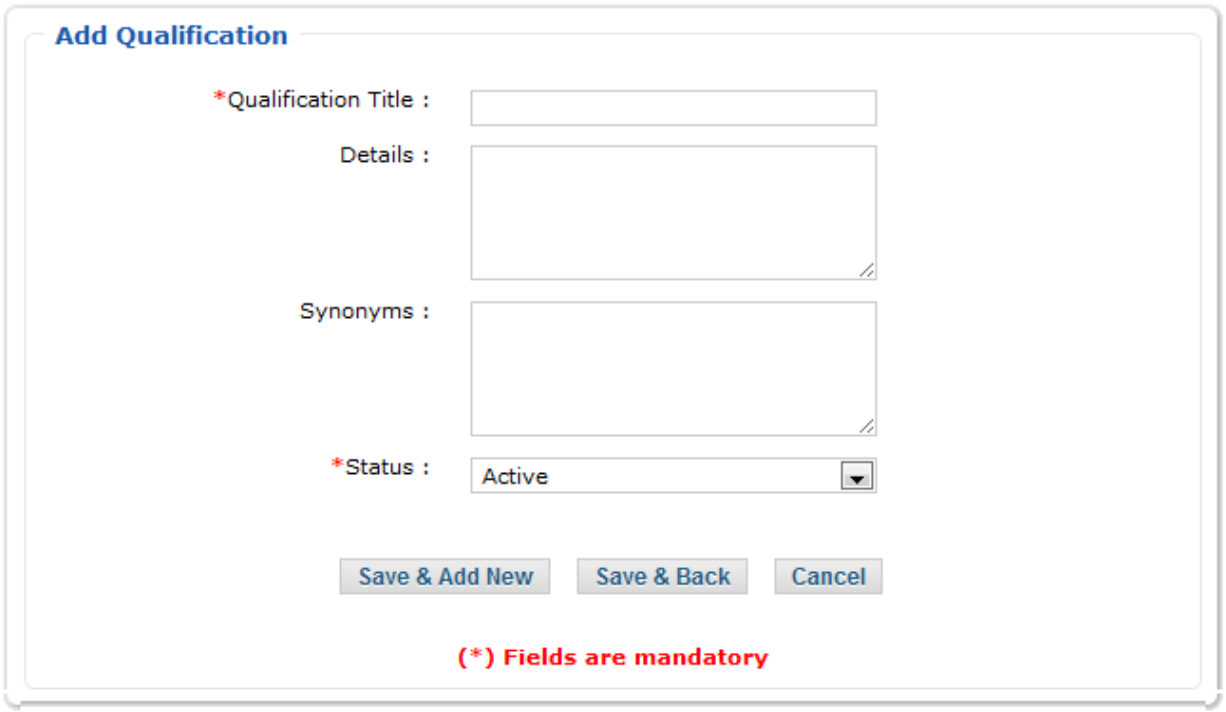
Qualification Master

This is a master list of the qualification data used in selection of the “Qualification” dropdown menu throughout the system. Candidates use this to select their qualifications when they apply or submit resumes.



Add New Qualification

You can add a new educational qualification

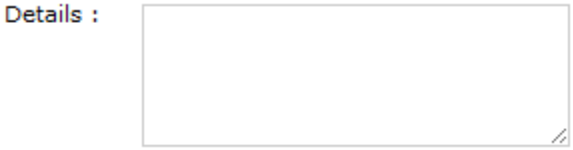


Qualification Title

Name of the new qualification

Qualification Details

Desribe the qualification and any other details.

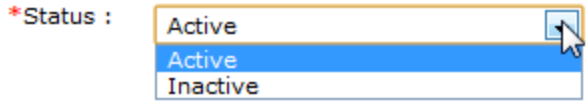


Synonyms

Define if the same qualification can be written in other ways/words

Status

This allows you to change any qualifications not in use to “inactive” status.



Save & Add New

This allows you to create and save a new qualification.

Save & Back

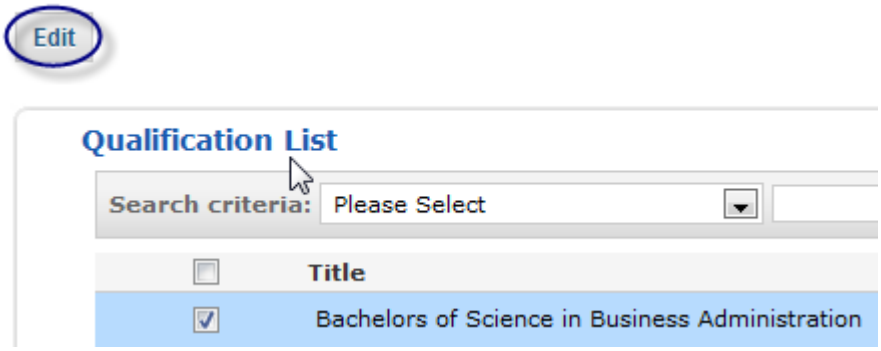
This allows you to save a new qualification and then you are sent back to the list screen.

Cancel

Cancels the entire operation and sends you back to the previous list screen.

Edit

Allows you to edit present qualification records.

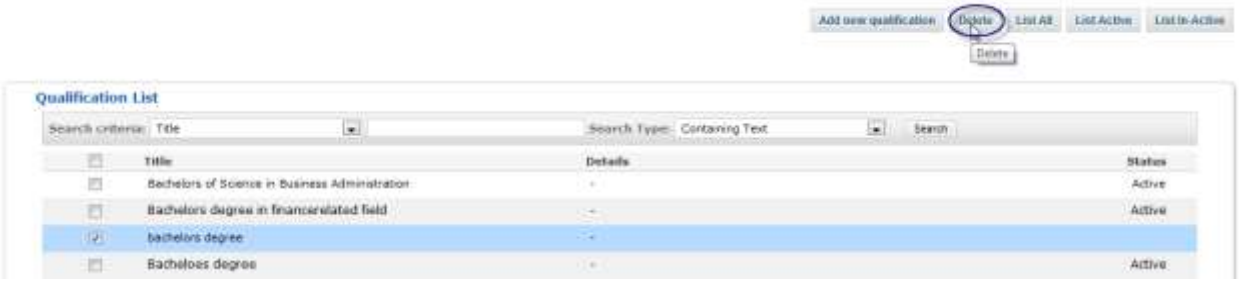


Search

You can search for any particular qualification before adding, editing or deleting.

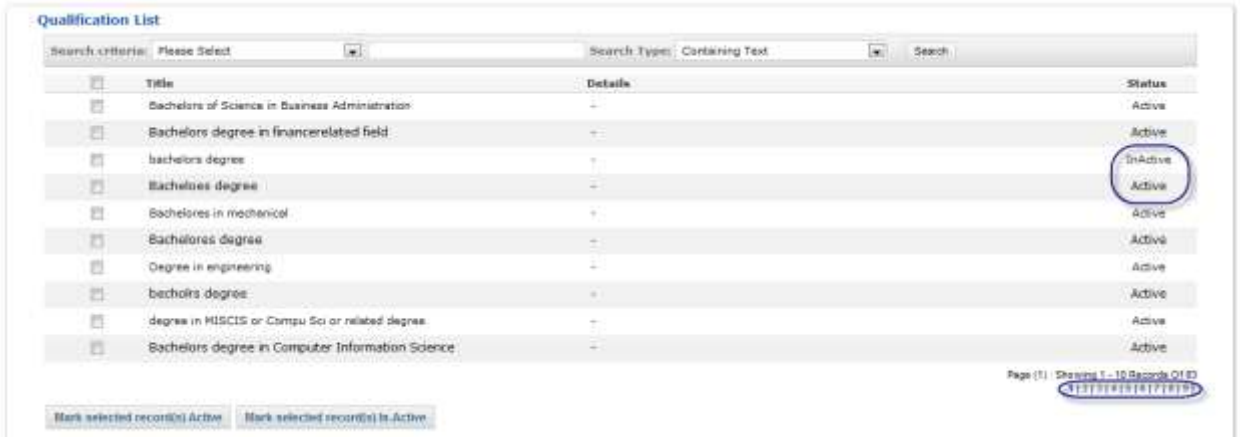
Delete

Deletes any particular qualification record.



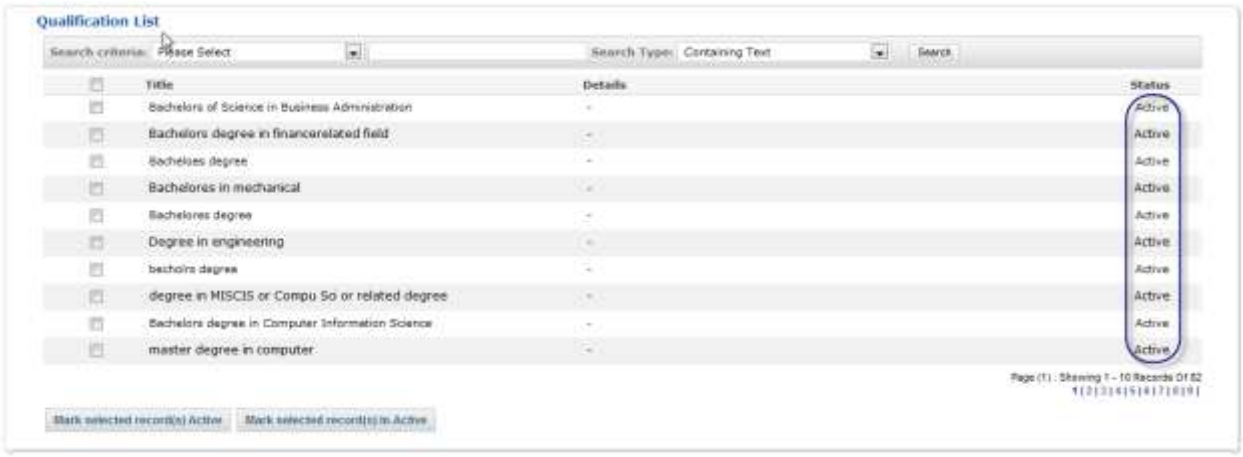
List All

This is a list of all active and inactive qualifications



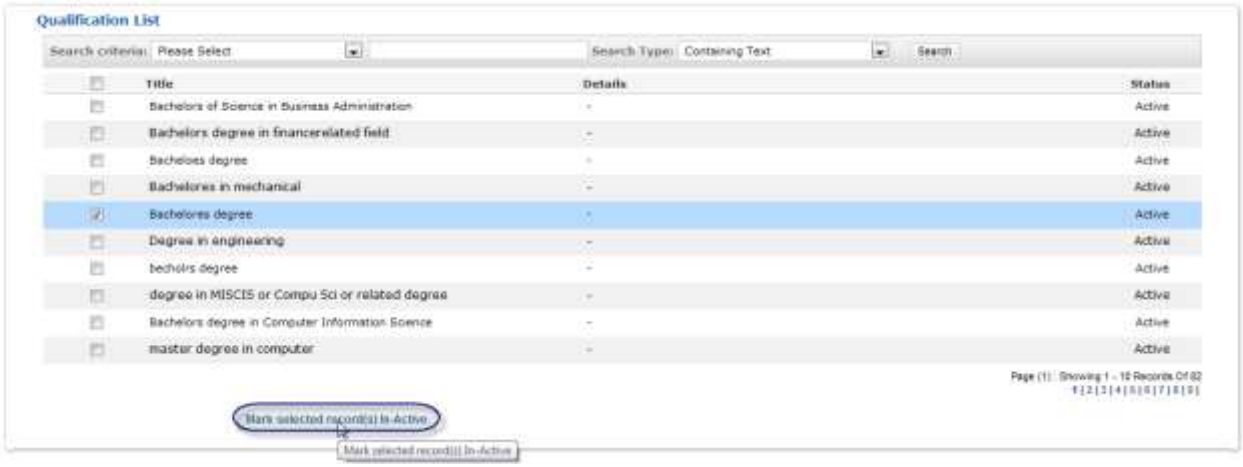
Active List

List of qualifications having an active status.



Mark Selected Record(s) Inactive

Lets you select a record that is active and designate it as inactive.

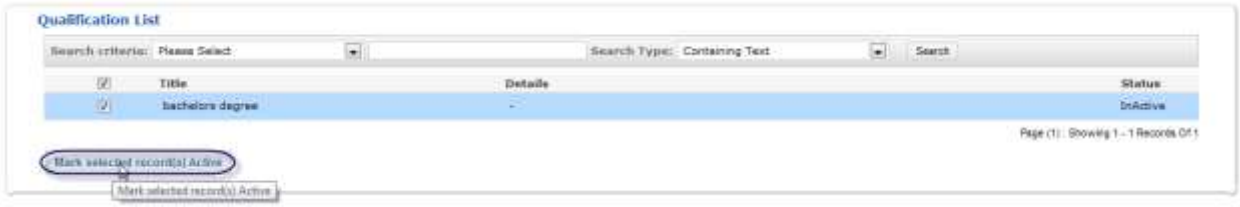


Inactive List

A list of email templates having an inactive status.

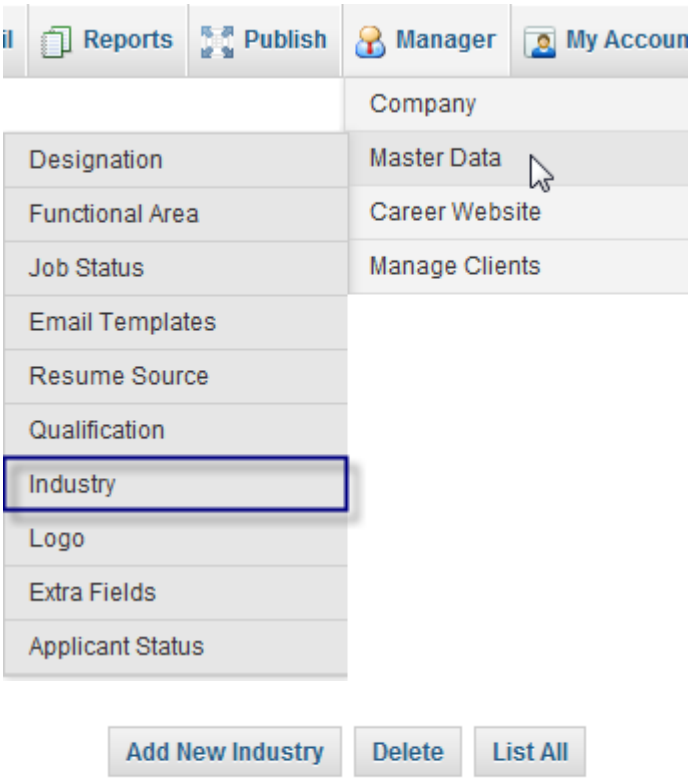
Mark Selected Record(s) Active

You can select a record that is Active and convert it to inactive status.

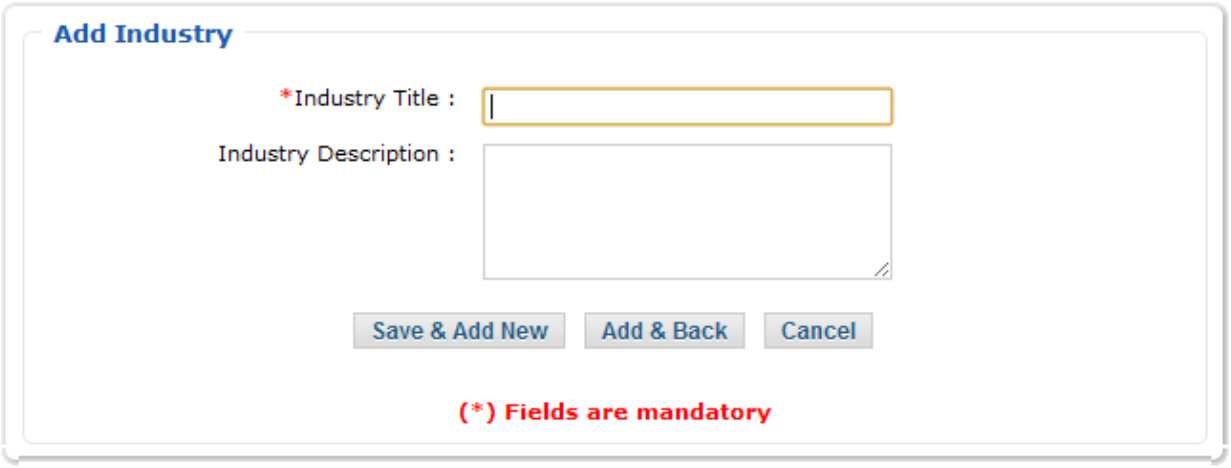


Industry Master

A master list of industries for which you recruit.If you are not a recruitment agency or if you do not do recruitment for multiple industries you can keep a single selection as your industry, or you can delete all selections and keep it blank.



Add New Industry



Industry Title
Name of the new industry

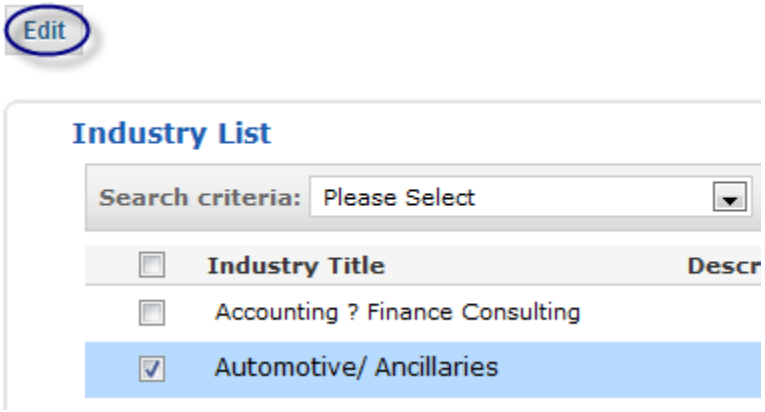
Industry Description
A description of the Industry, type of business and type of products or services.

Save & Add New
This will save or create a new industry ..

Add & Back
With this option, your new industry designation is created and you are sent back to the list screen.

Cancel
Cancels the entire operation and sends you back to the previous list screen.

Edit
Allows you to edit Industry records.



Search

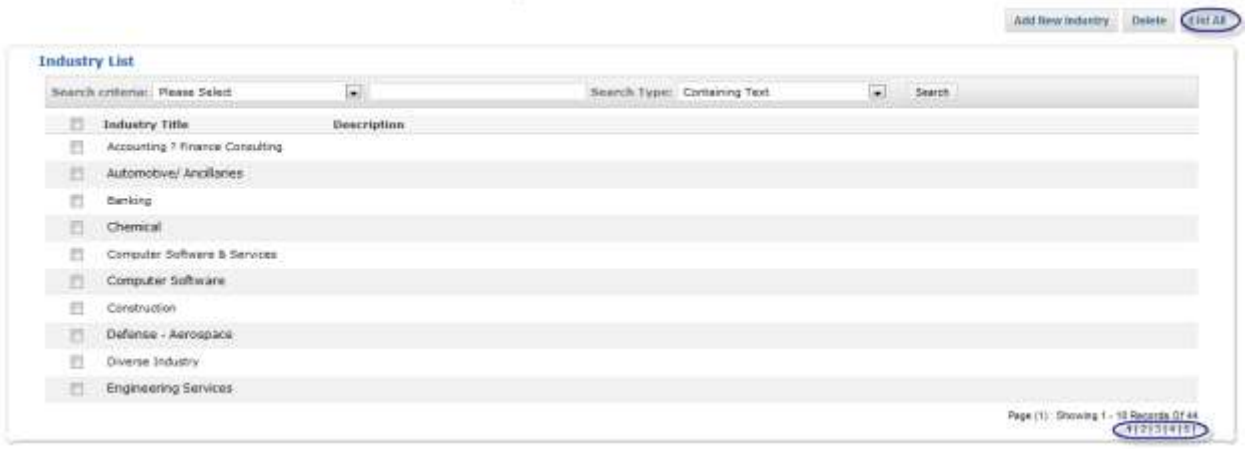
Allows you to search any particular Industry before adding, editing or deleting.

Delete

You can delete any qualification record.

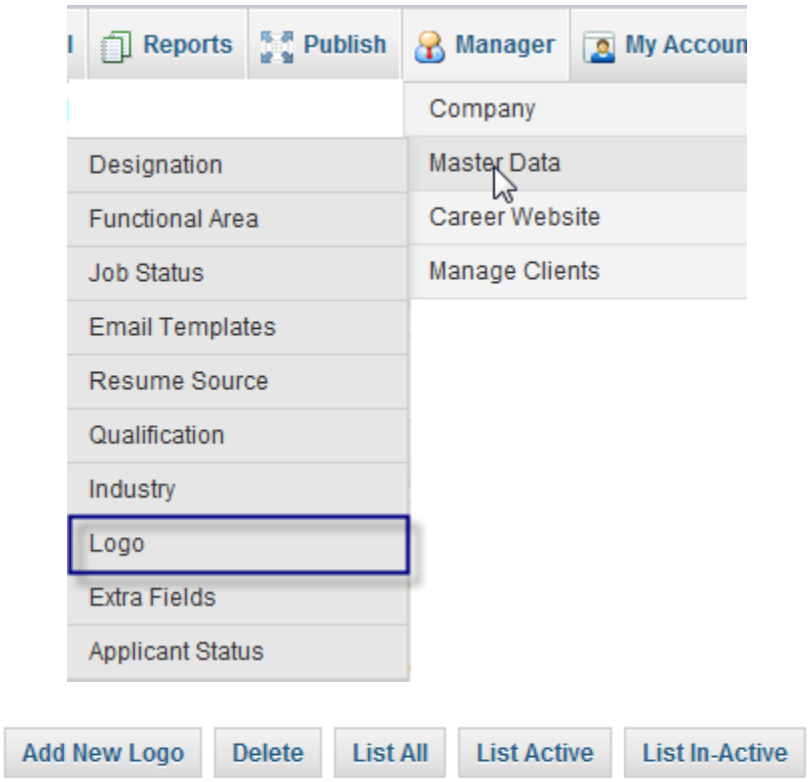
List All

A listing of all active and inactive qualifications.



Logo

This feature allows you to add logos of clients or their own products,services or locations for promotional purposes.



Add New Logo

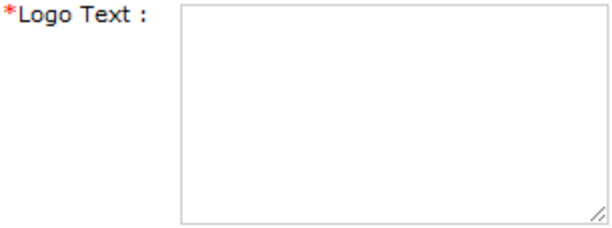
This allows you to add a new logo.

Logo Title

Name of the new logo

Logo Text

You can write the file name here.



Logo Picture

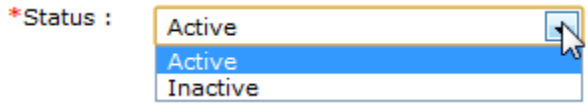
Browse files in your computer to upload a logo.

Display Order

Assign a number to designate in which order you would like to see the logos on the screen.

Status

This allows you to change the status of any inactive logo.



Save & Add New

This will save and add a new logo and will show you a form to create a New Logo.

Save & Back

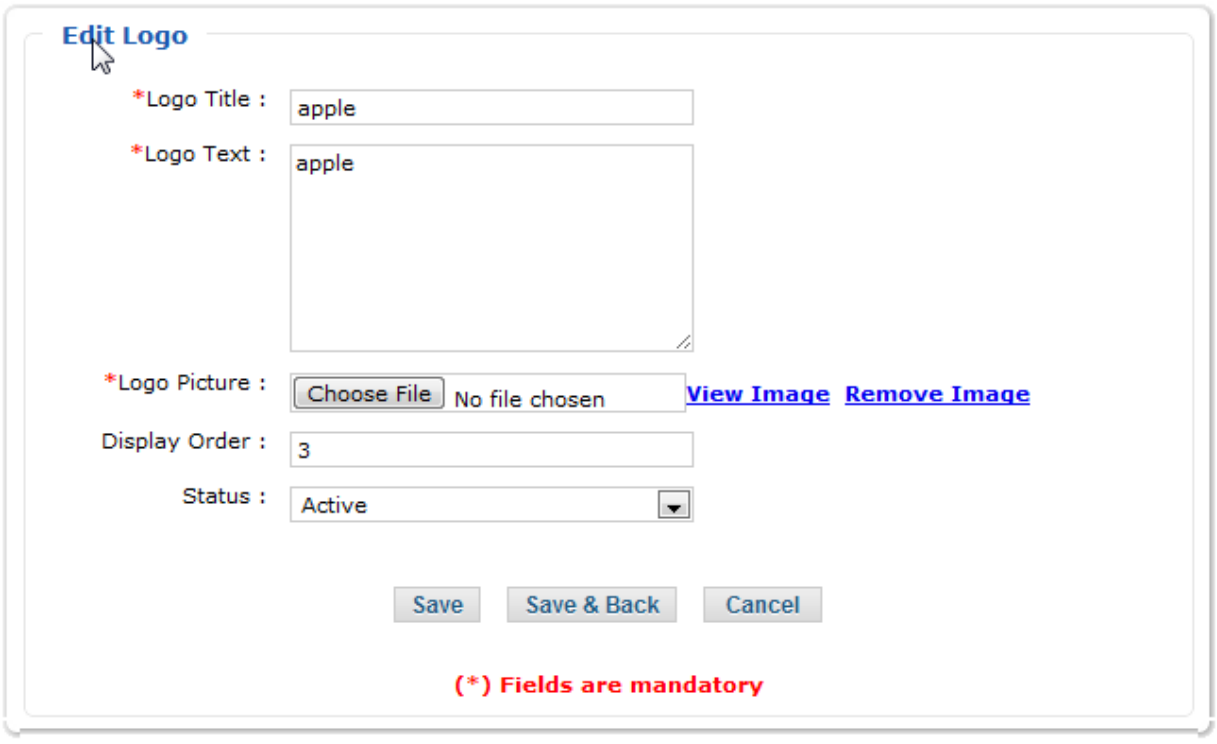
With this option, your new logo is added and you are sent back to the list screen.

Cancel

Cancels entire operation and sends you back to the previous list screen.

Edit

To edit present logo records.



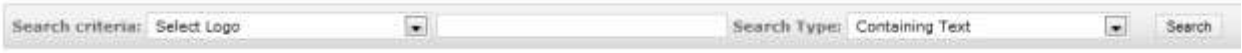
The following can be done:

- Update logo picture, replace with a new one
- Remove image

- Display order can be changed
- Status can be changed

Search

Search any logo before adding, editing or deleting.

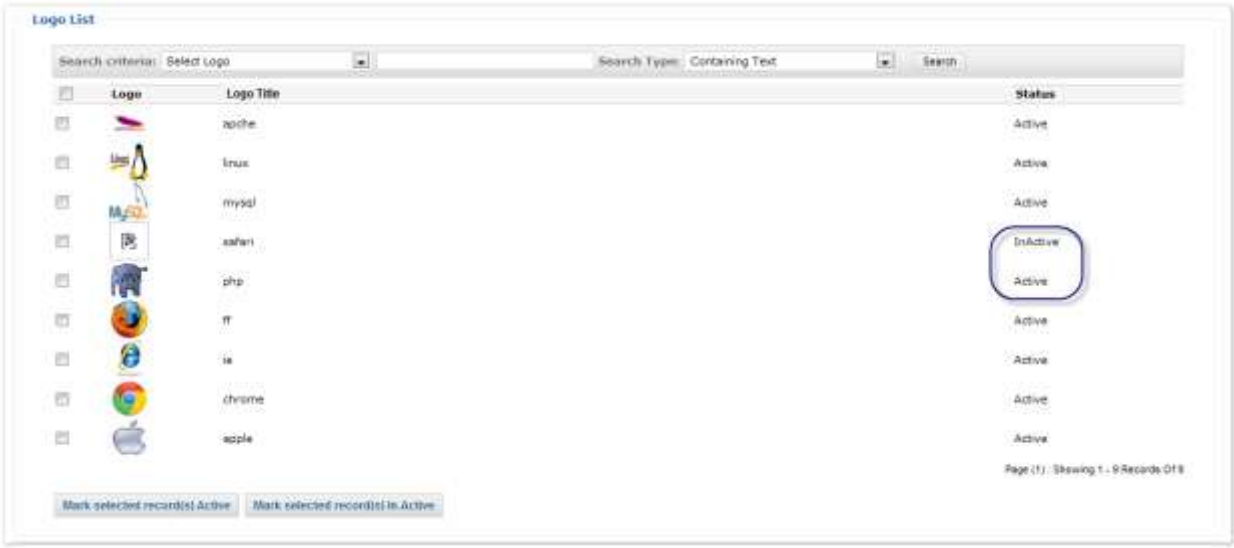


Delete

Delete any logo from the database.

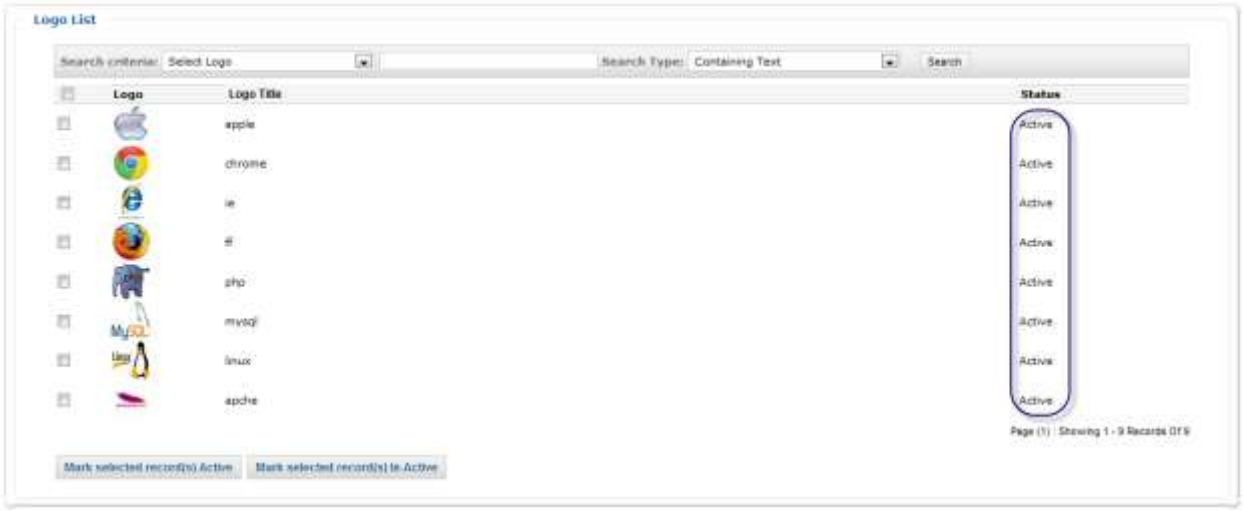
List All

A listing of all active and inactive logos.



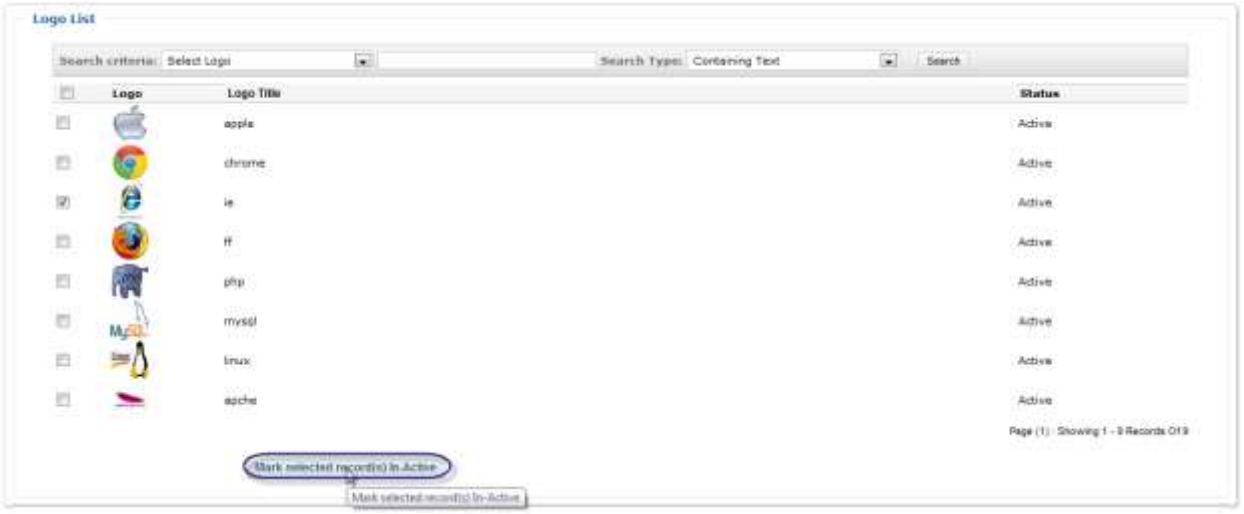
List Active

Displays all logos having an active status.



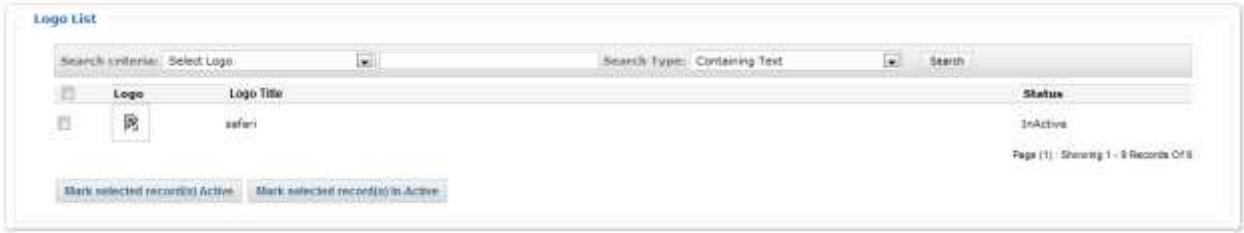
Mark Selected Record(s) as Inactive

You can select a record that is active and convert it to inactive status.



List Inactive

List of logos having inactive status.



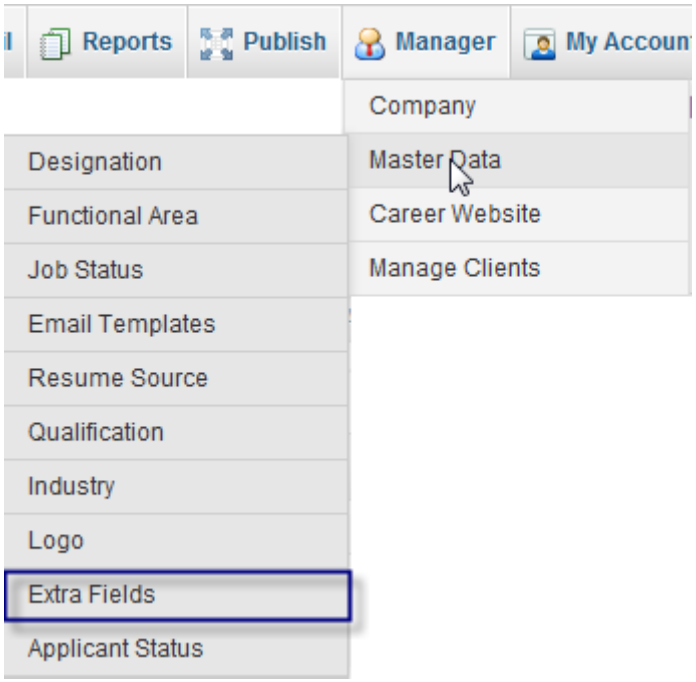
Mark Selected Record(s) Active

To select a record that is active and designate it as inactive

Extra Fields

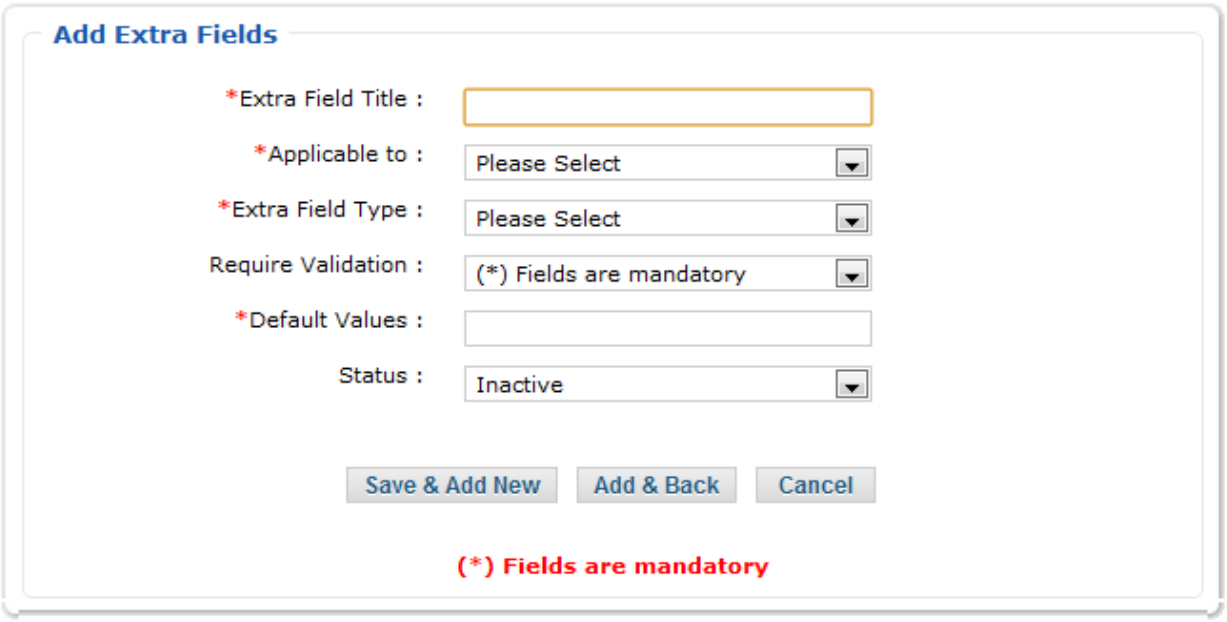
This feature enables recruiters to share information specific to any particular job and also receive additional information from candidates who are applying. For example, a recruiter can ask:

- For a Job: New prospects may apply…
- For a Candidate: Would you be willing to relocate?



Add Extra Field

This feature enables you to add extra fields to the standard job post or candidate resume to allow more details and better screen suitable candidates .

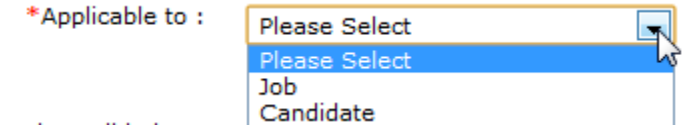


Extra Field Title

Name of extra field

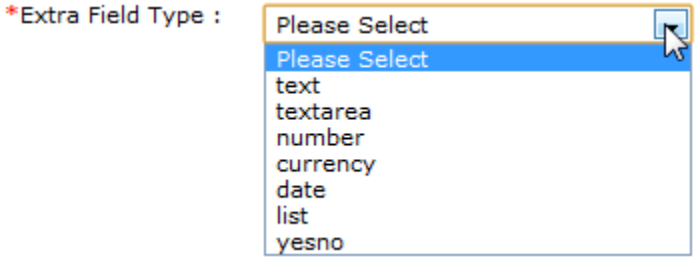
Applicable To

This field can be used for either jobs or candidates by selecting accordingly.



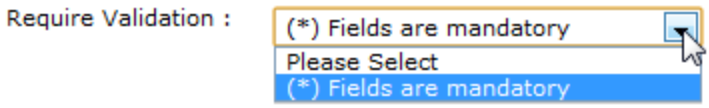
Extra Field Type

Selects the most appropriate type of answer needed.



Require Validation

To indicate if an answer is required.

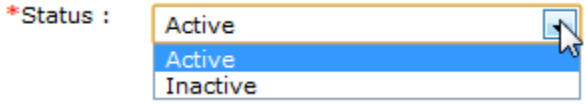


Default Values

The most preferred or most common answer is already filled in.

Status

This allows you to change any extra field to inactive status.



Save & Add New

To save or add an extra field.

Add & Back

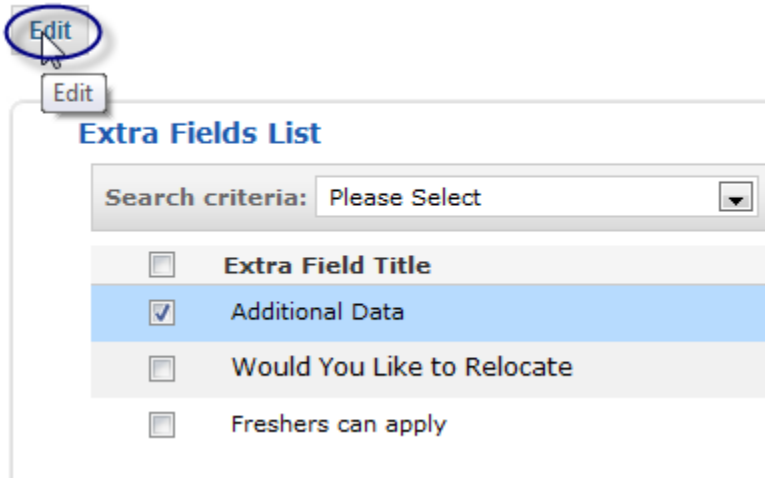
Your extra field is added and you are sent back to the list screen.

Cancel

Cancels the entire operation and sends you back to the previous list screen.

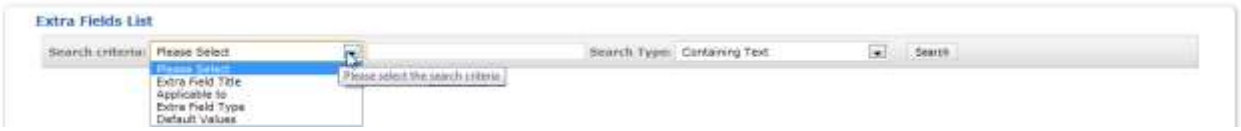
Edit

To edit extra field records.



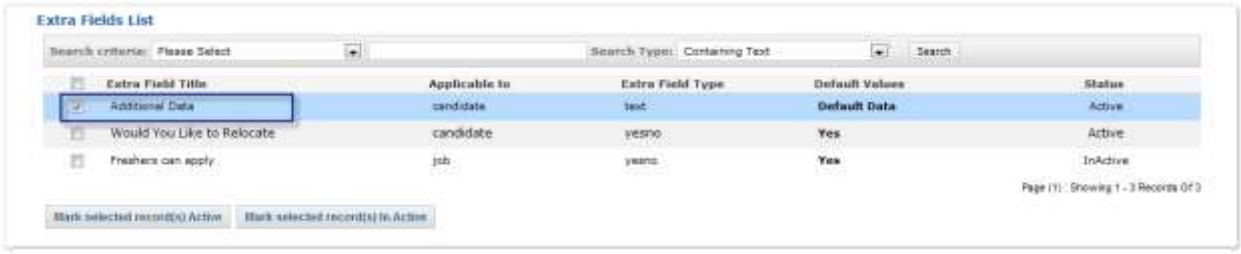
Search

You can search any particular extra field before adding, editing or deleting.



Delete

Allows you to delete any extra field from the database.

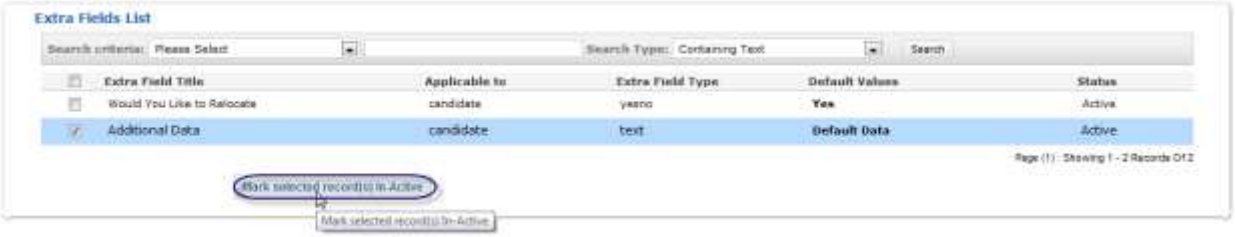


List Active

Lists extra fields having an active status.

Mark Selected Record(s) Inactive

You can select a record that is Active and now to be converted as In-Active



List Inactive

Lists extra fields having inactive status,

Mark Selected Record(s) Active

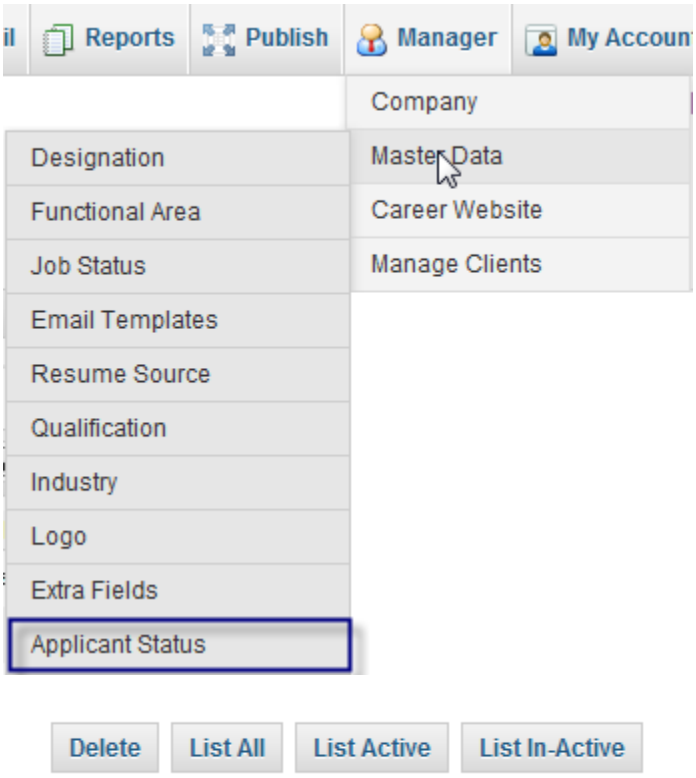
To select an active record and designate it as inactive.

List All

Lists all active and inactive extra fields in the database.

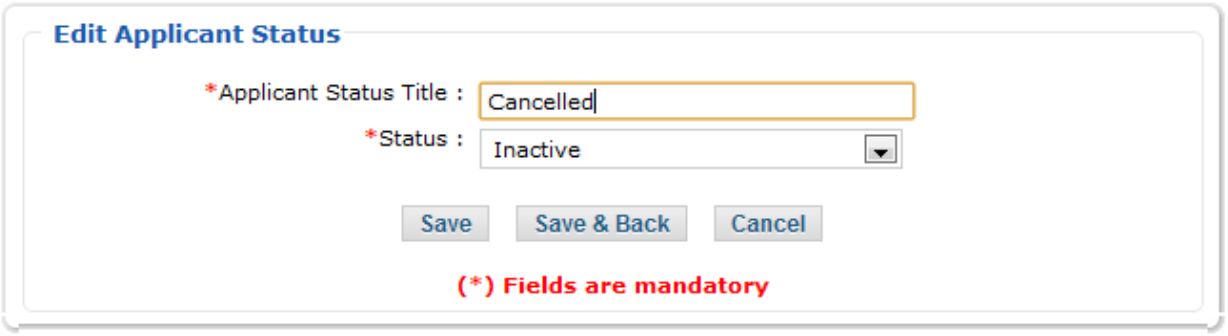
Applicant Status

This indicates the status of an applicant at different stages of your recruitment cycle. For example, all applicants on a particular job are set to 'Open' initially and then as you move on with your recruitment cycle, you can keep changing the status of an applicant to track and report. The system also sends an email notification to all users (as per the configuration) when you change the status of an applicant. You can delete additional data and keep it blank. You may also manage this data later from the 'Manager' menu.



Edit

To edit extra field records.

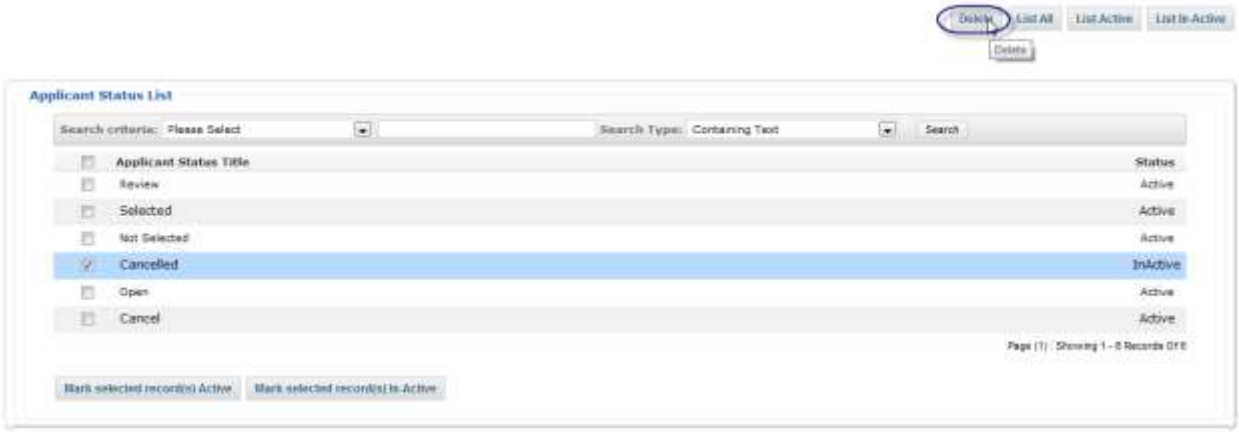


Search

Search any applicant status before adding, editing or deleting.

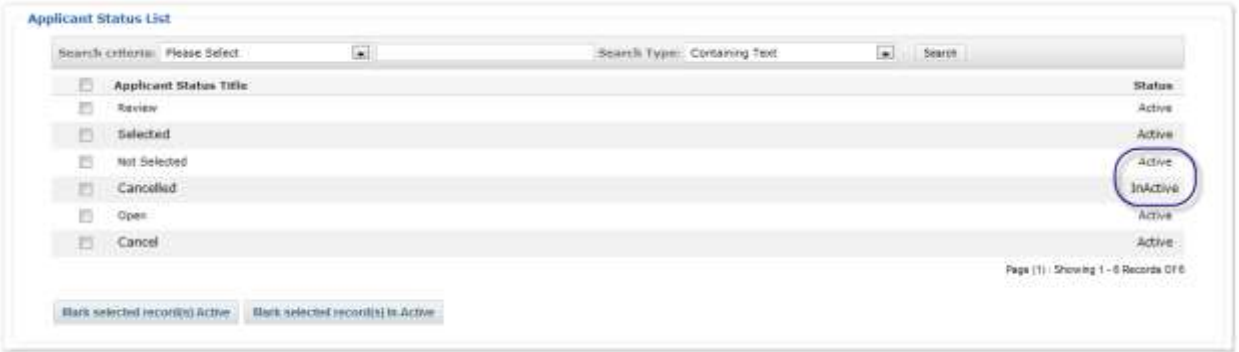
Delete

To delete any applicant status from the database.



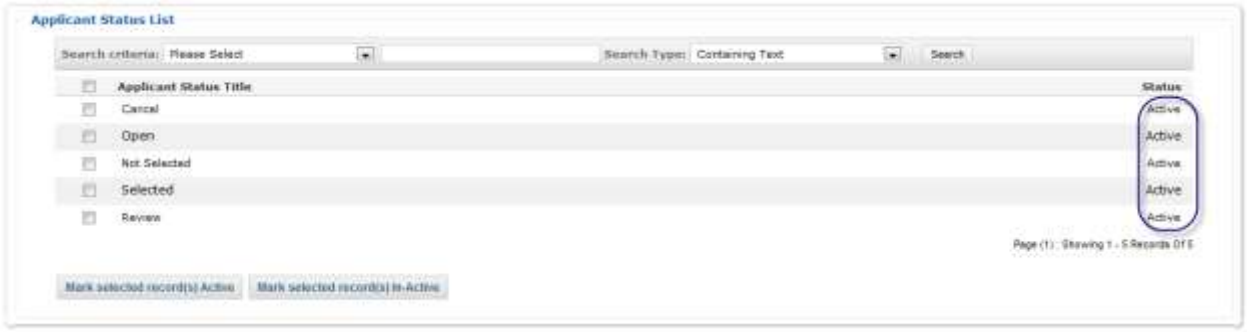
List All

Lists all active and inactive applicant status.



List Active

Lists all applicants with an active status.



Mark Selected Record(s) inactive

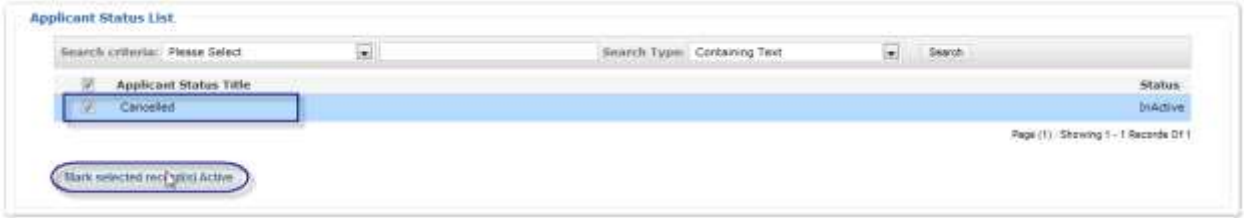
To select a record that is active and designate it as inactive.

List inactive

Lists all applicants with an inactive status.

Mark Selected Record(s) Active

To select a record that is active and designate it as inactive.

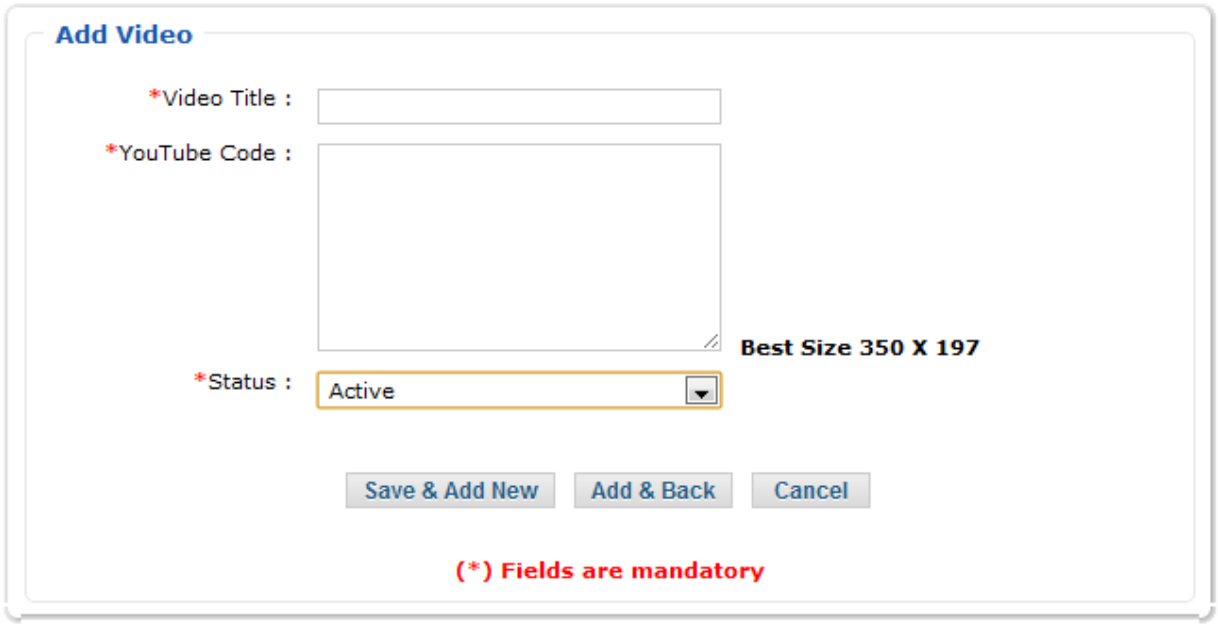


Video

Video is an excellent tool for branding and communicating to your future workforce anything about your company's future plans about facilities, employee recommendations, testimonials, etc.

Add New Video

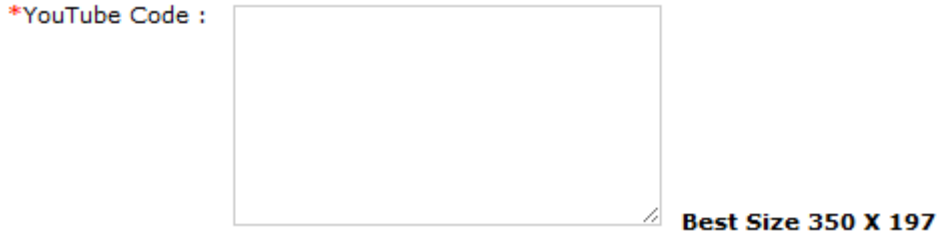
Add a video that is already uploaded on www.YouTube.com and share it with prospective future employees.



Video Title

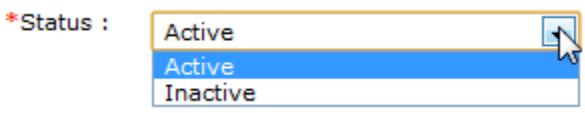
Name of the video.

YouTube Code



Status

This allows you to change any logo to inactive status if it is not in use.



Save & Add New

To save or add a video.

Add & Back

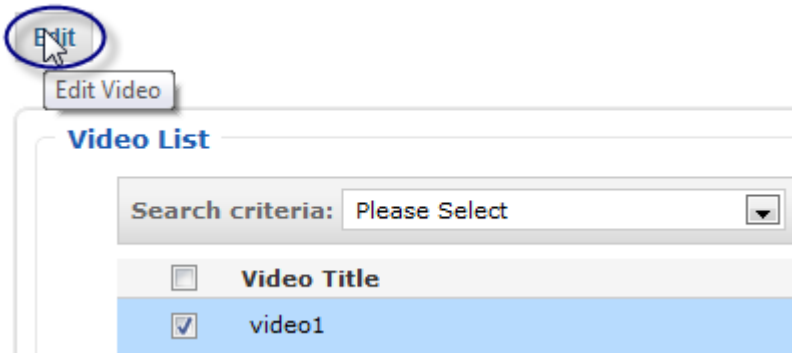
With this option, your video is added and you are sent back to the list screen.

Cancel

Cancels the entire operation and sends you back to previous list screen.

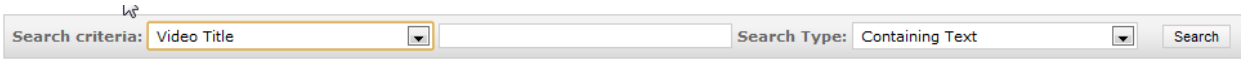
Edit

To edit video records.



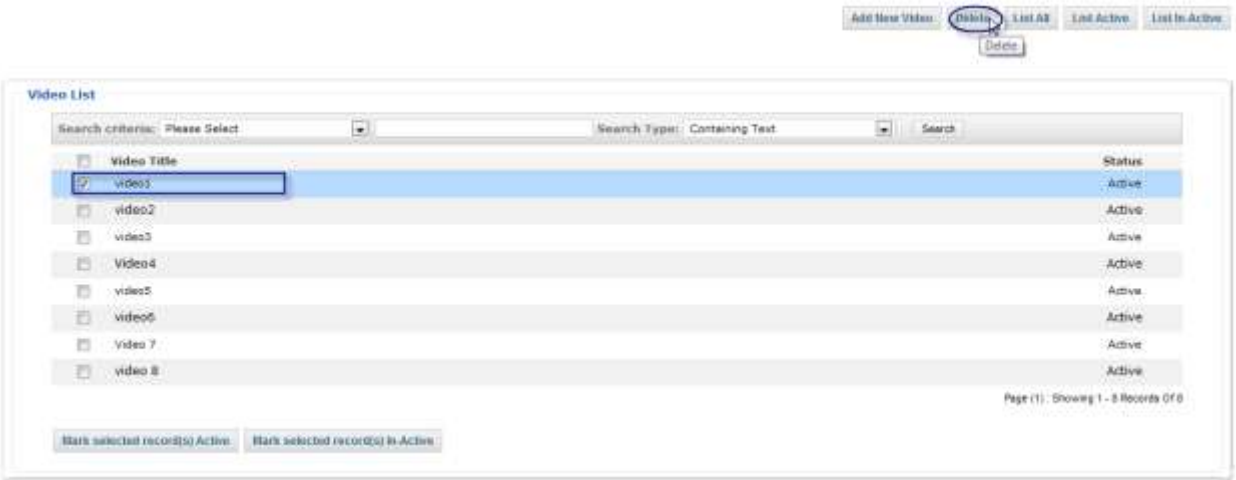
Search

You can search any video before adding, editing or deleting.



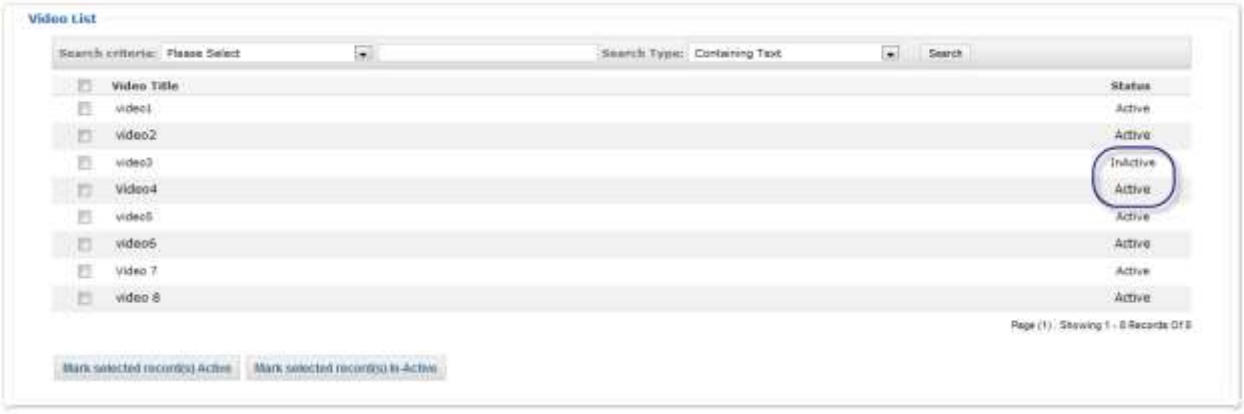
Delete

To delete any video from the database.



List All

Lists all active and inactive videos.

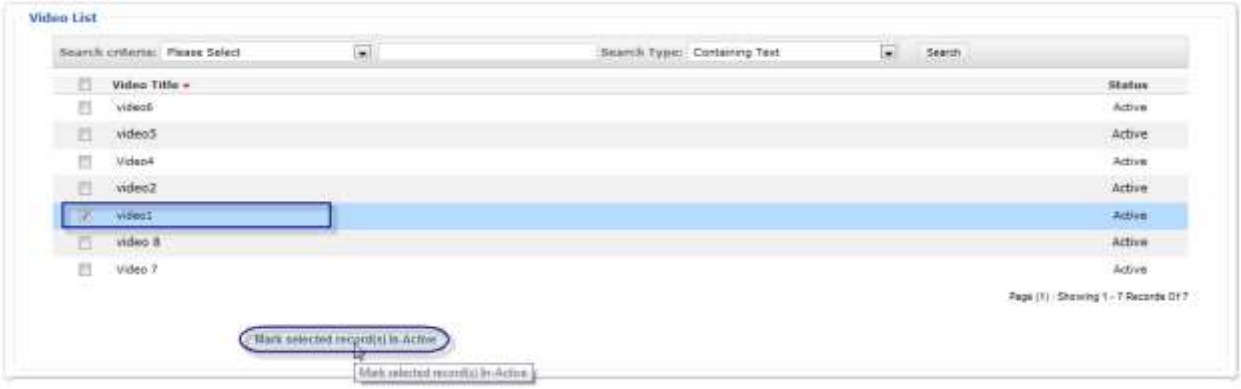


Active List

A list of videos having an active status.

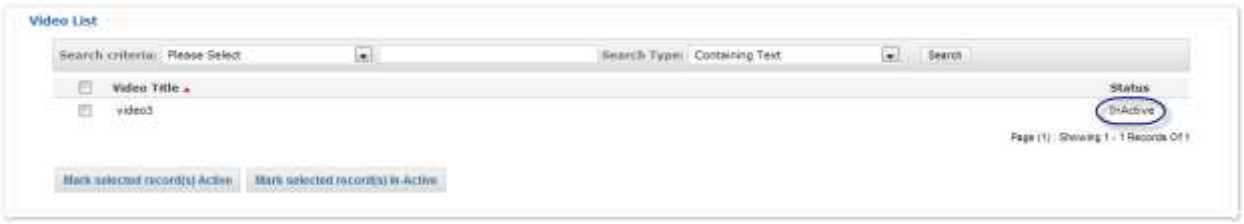
Mark Selected Record(s) Inactive

To select a record that is Active and designate it as Inactive.



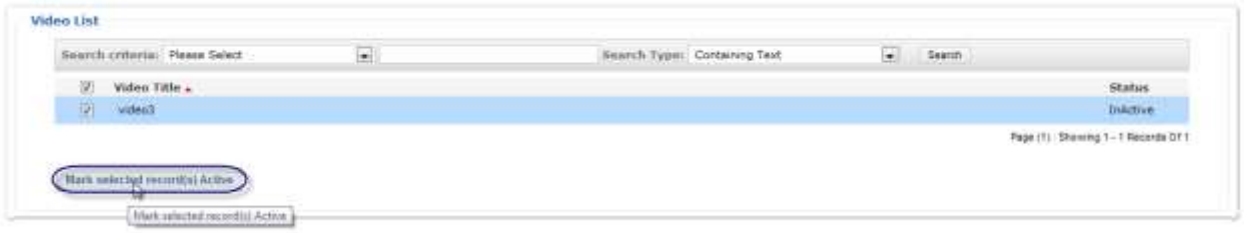
Inactive List

A list of videos having an inactice status.



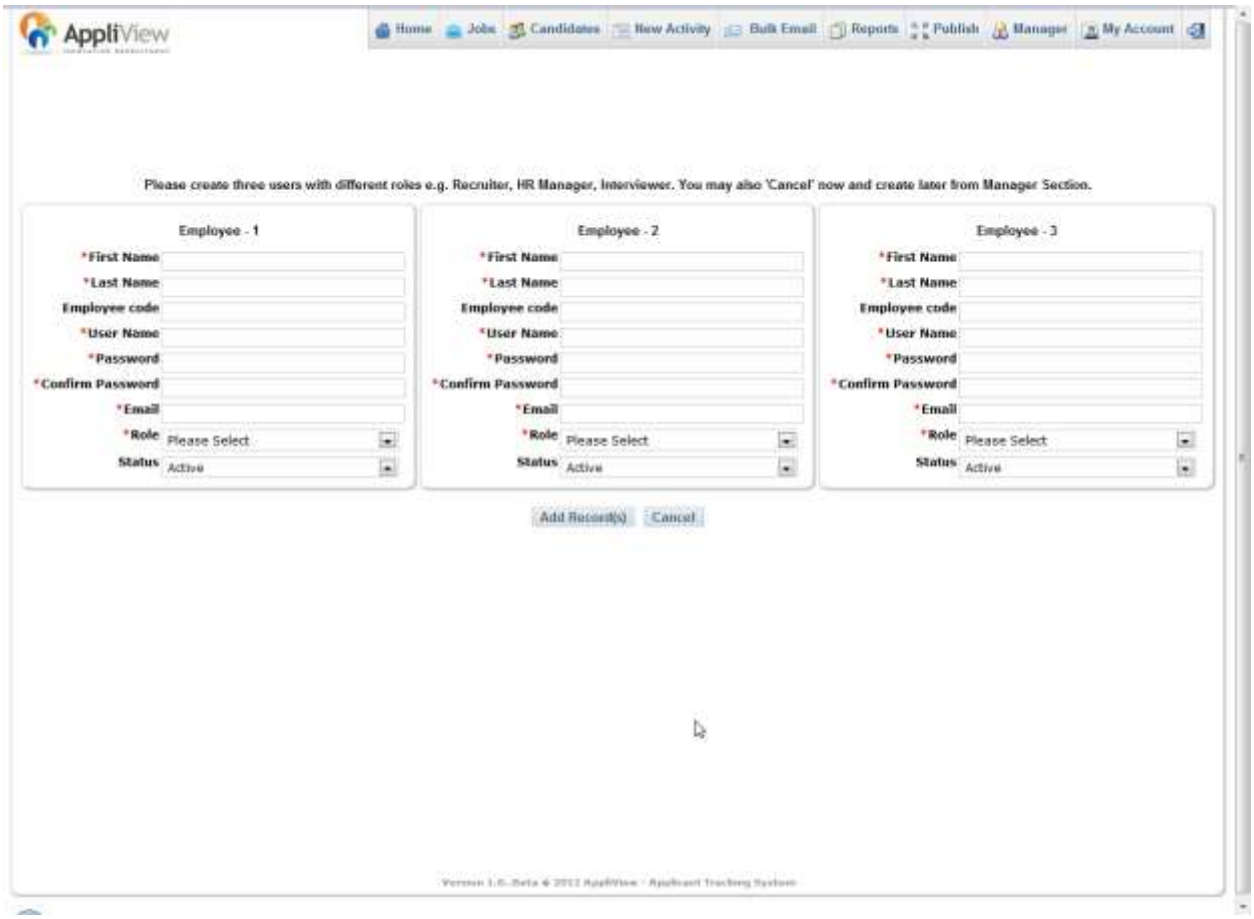
Mark Selected Record(s) Active

To select an active record and designate it as inactive.



Setup Step 3 (Create users)

This step allows you to create users who are going to use this system. You may also cancel this step and create users later from the Manager Menu. We, however suggest you create three users with different roles e.g. Recruiter, HR Manager and Interviewer. This should help you in the review and initial training.



First Name

First name of the user

Last Name

The Last name of the user

Employee Code

This is an optional field, you may ignore.

Username

Login username, by which users access the application. You may also follow some standard naming conventions, for example 'companyname_username' etc. Users cannot change their username later on.

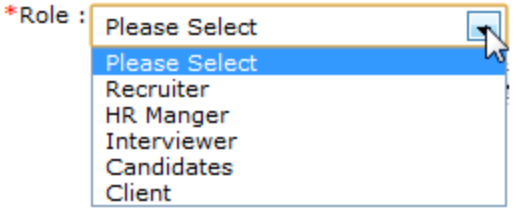
Password

The password for users. We advise you to follow some strong password methods for security proposes. Ideally, it should be numbers and letters with some special characters. Users can change their password later on.

Confirm Password
Please enter same as what you entered in the password field above.

Email
Email address of user. This will be used to send an email notification to users as per the configuration of the system. Users can also change their email address in the “My Account” section.

Role
The job titles of users. Users can access different sections of the application based on their titles or “roles,” please refer to the “Security” section for detailed information on different roles and access levels. Currently we support four roles: administrators, human resource managers, recruiters and interviewers.



Status
If you prefer to create users at this stage but don’t wish to allow them to login for a while, you can change their statuses to “Inactive.” If users are designated ”active,” they can immediately log in to the system.

Add
Clicking “Add” will save new employee — user details

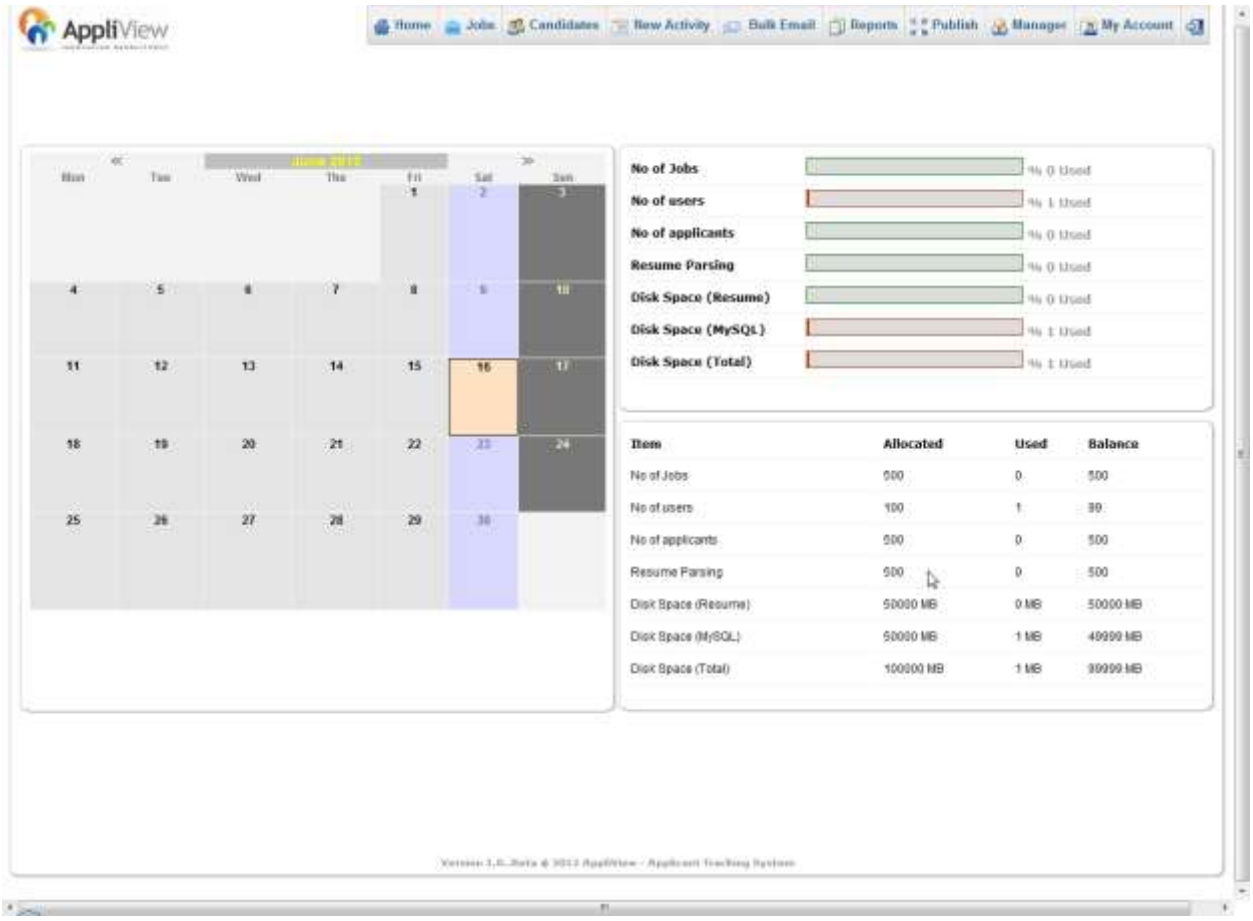
Cancel
Cancels the entire operation and sends you back to the previous list screen.

Top Menu
The top menu is your gateway to the system and you can use different features by navigating different items on the top menu. The top menu is different (in terms of accessibility) for different roles; administrator has a different top menu, HR managers have their own , and so do recruiters and interviewers. If you are using the “agency”version, your clients will also have a different top menu.

Home
Jobs
Candidates
New Activity
Bulk Email
Reports
Publish
Manager
My Account

Welcome Screen (Home)

After a successful configuration, you will be redirected to a home page, which is a default screen. The home screen is different for different users ("roles'). As an admin, you would see a screen like this:



Calendar

The left calendar is for activities and an interview schedule. By default, it shows the current month and you can navigate to the previous or next month by clicking on "<< or >>'"arrows on both left and right sides of the calendar. If you have any activity or interview schedule set and if you have access (based on your role) to the activity and interview schedule, you can see icons on particular dates. Once you click on icons on dates, you will see the details of the activity or interview schedule. *The event and interview list icons are not available to administrators.*

Administrator Information Block *(Administrators only)*

On the right side of the home page, there are two information blocks. The information displayed here depends on the role of the user. If you are logged in as an administrator, you will see the screen above with two information blocks.

The Top Block *(Administrators only)*

The top block displays the graphical status of different credits or quotas available to you.

No. of Jobs

This shows the number of jobs you have created (in percentage) compared to the credits available.

No. of users

This shows the number of users you have created (in percentage) compared to the credits available

Resume Parsing

This shows the percent of resume parsing credits you have used.

Disk Space (Resume)

This shows the percent of disk space you have used for resume storage.

Disk Space (Database)

The percent of disk space your database is using, compared to the credits available.

Disk Space (Total)

This is the total disk space you are using for and your database and resumes.

The Bottom Block *(Administrators only)*

This shows same information explained above in more detail, including the number of credits or size you have used and the available balance.

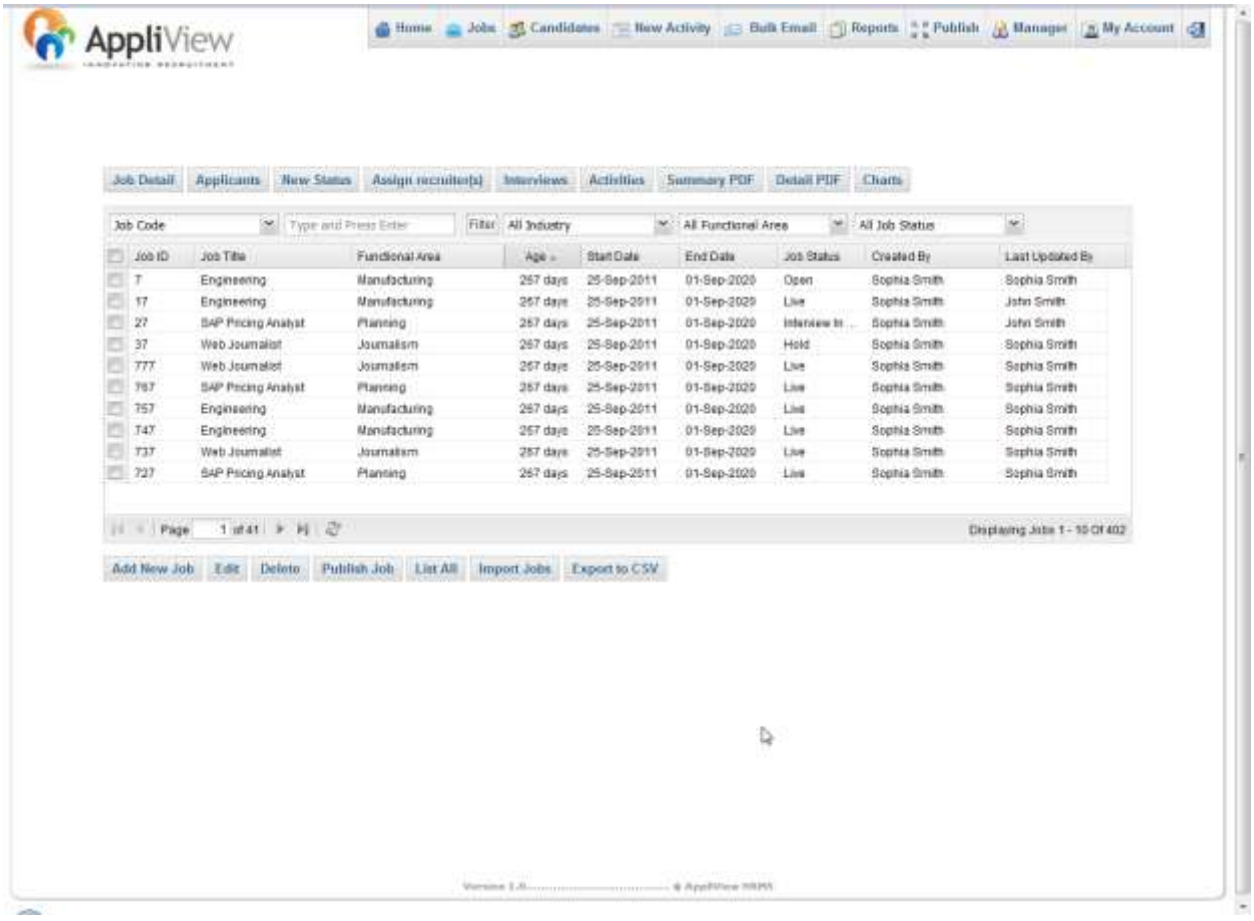
Once you get close to available credits, system will also send you (Administrator) a notification email and you may take necessary actions. We advise administrators to keep check on this report to avoid any downtime of your system.

Information/Snapshot Blocks *(HR Managers only)*

Jobs *(All users but restricted to recruiters and interviewers)*

This screen lists all the jobs available in the system as per the users' privileges described below

User Role	Job List Access
Administrators	All
HR Mangers	All
Recruiters	Only jobs assigned to them
Interviewers	Only jobs related to interviews they have.



First Time (No Jobs)

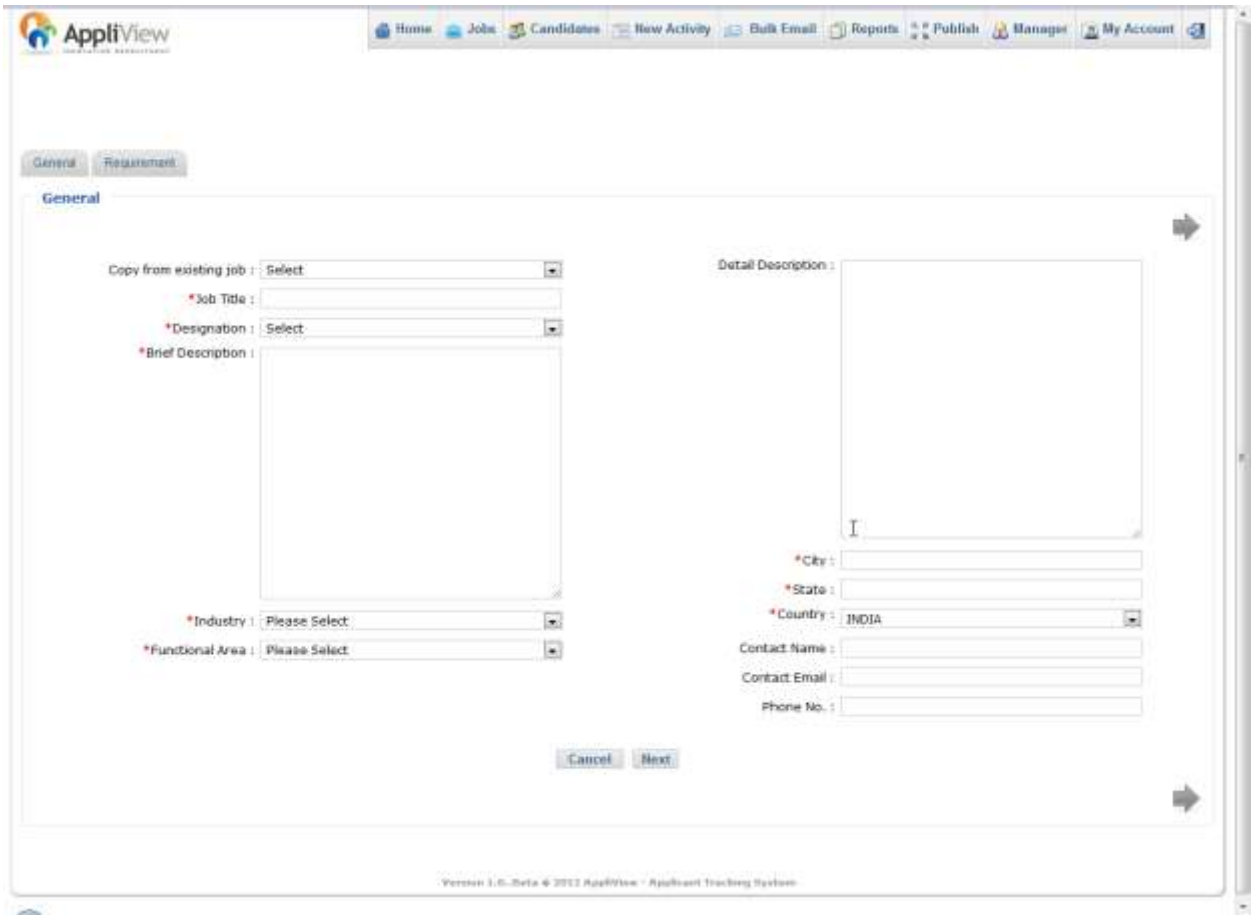
When you access the job menu for the first time or soon after you configure your system, you see a screen like this:

It provides two options:

Add New Job

With this option, you can add jobs one by one; this is the best option if you have ONLY a couple of jobs to add.

General Requirements



Copy from existing job

This will show you a blank dropdown if you are creating your first job. If you have created job(s) before, just copy a previous job to create the new one. This is very useful if you are creating a job for the same profile again.

Job Title

The title of the job is limited to 200 characters

Designation

This is a designation for the job requirement. If you do not have any designation in the dropdown list or you'd like to create a job with a designation not available in the dropdown, just select 'New Designation' from the dropdown to create one. You can also create,edit and delete designations from Manager-> Master Data -> Designation.

Brief Description

Candidates while applying will review this brief description of the job. A clear and concise description is suggested, and it must be under 500 characters

Industry
This is industry for which you are creating a job. This is important only for the recruitment agency version. For business, you may select your default industry. If you don't see it in the list, you can create a new one by selecting 'New Industry' (First option) from the dropdown.

Functional Area
This is a business area or functional area, used to match candidates for this job. You can create a new record by selecting 'New Functional Area' from the list.

Detail Description
A detailed description for candidates to review details about any Job. This may include a job profile, incentives, business, etc.

City
The city for the job location

State
The state for the job location

Country
The country for the job location

Contact Name
If you like to provide a contact name with job details.

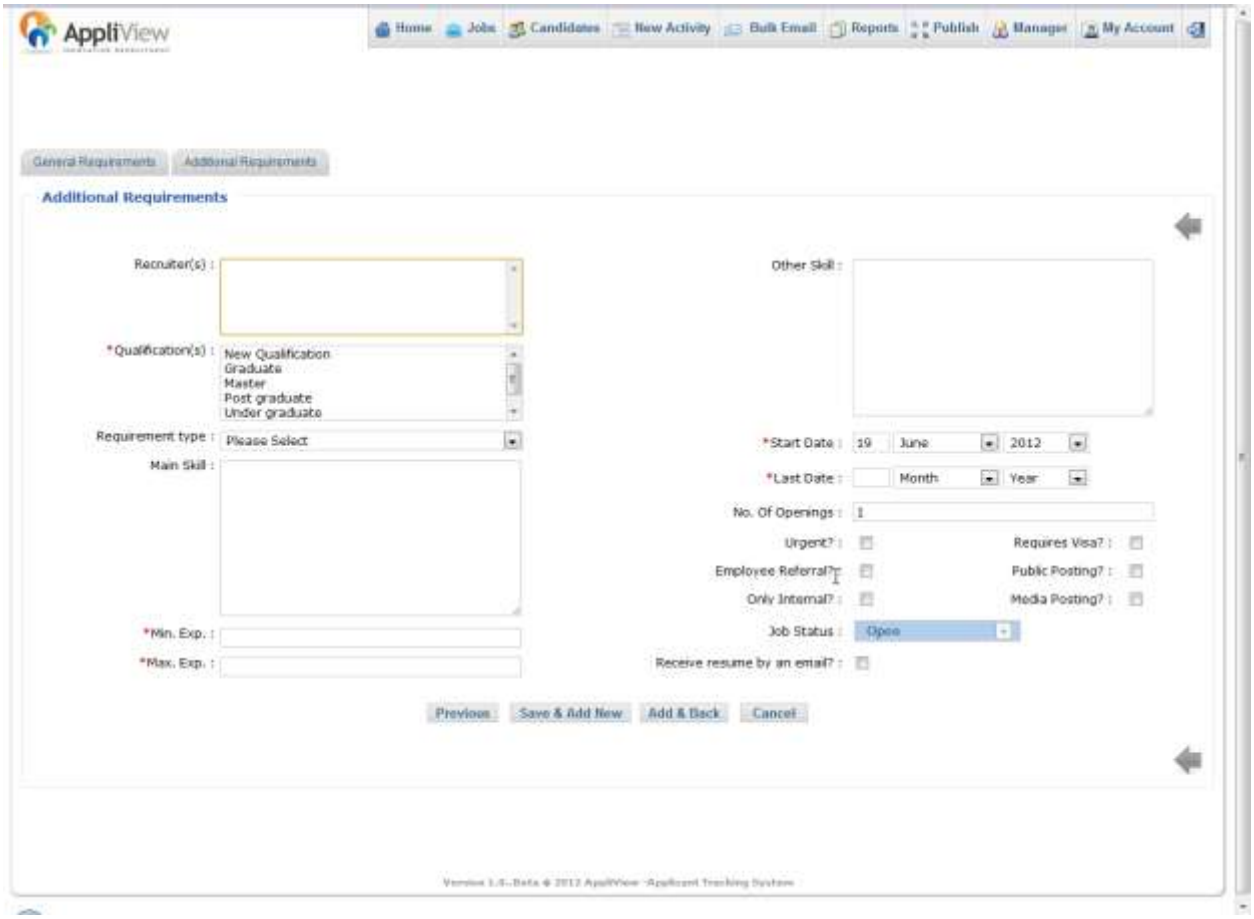
Contact Email
A contact email address to go along with the job details.

Phone No.
The phone number for candidates to call about a job (Or do you mean for recruiters to call candidates?)

Next
Click on the "Next" button if you have added all required data marked with *. If you miss any data you get an alert message.

Cancel
The cancel button will cancel all data entered and will redirect you to the previous screen

Additional Requirements



Recruiter(s)

If you like to assign any recruiter(s) for this job, if you are logged in the system as a recruiter, this will automatically designate you as a recruiter. It also sends a notification email to all recruiters assigned here after a job is created.

Qualification

States qualifications required for the Job, this is also used to match candidates database intelligently. You can select multiple qualifications and a create new one by selecting “New Qualification.“

Recruitment Type

Hire or contract type, this is for internal information proposes only.

Main Skill

The main skill requirements for the job — used to match to suitable candidates?

Min. Exp.

Minimum experience required for the job. This is also used to match with suitable candidates. In the database.

Max. Exp.
Maximum experience required for the job. This is also used to match the candidates to a given experience requirement.

Other Skill
Other skills required for the job; internal information not available to candidates.

Start Date
The start date for the job; you may also select a later date.

Last Date
The last date for the job posting. This should be later than the job start date.

No. of openings
Total number of openings per job.

Urgent
If a job requirement is urgent — for internal information only.

Employee Referral?
If you have an employee referral system for this job — for internal information only.

Only Internal
Notes if the current job opening is for internal purposes only.

Requires Visa?
If there is any Visa requirement for the job, for example, overseas jobs.

Public posting
For internal use only

Media Posting
For internal information only

Job status
The default status of the job; you cannot change this here. However, managers and administrators can change this from Manager->Master Data->Job Status by selecting any job status as a “default.”

Receive resume via email?
This feature allows you to receive emailed resumes to the address provided. The system automatically reads the email account, parses the resume from an attachment and creates a database for the candidate.

This option is available only if you have the resume parsing feature activated. You may also need to contact your server administrator or IT department to set up an email account to which you like to receive resumes*. We advise you to create a new email address for each job requirement to avoid any mixups and for security reasons.*

Server
The server address of your email account, for example, gmail.com.

Port
Port address of your email account, this usually depends on type of email account (POP or IMAP) you have.

Type
The type of email account you have: POP or IMAPM.

SSL
If your server requires SSL login.

Username
Username (usually email address) required to login to email account.

Password
Password to access your email account.

Other Information
If there is any additional requirement created by a manager or an administrator, you see a third tab, “Other Information” to provide additional (specific to your business) information about the job.

Previous
This will take you to the previous screen (general or additional requirements).

Save and Add New
This allows you to save or create a job.

Add and Back
With this option, your new job is created and you are sent back to the list.

Cancel
Cancels entire operation and sends you back to the previous list.

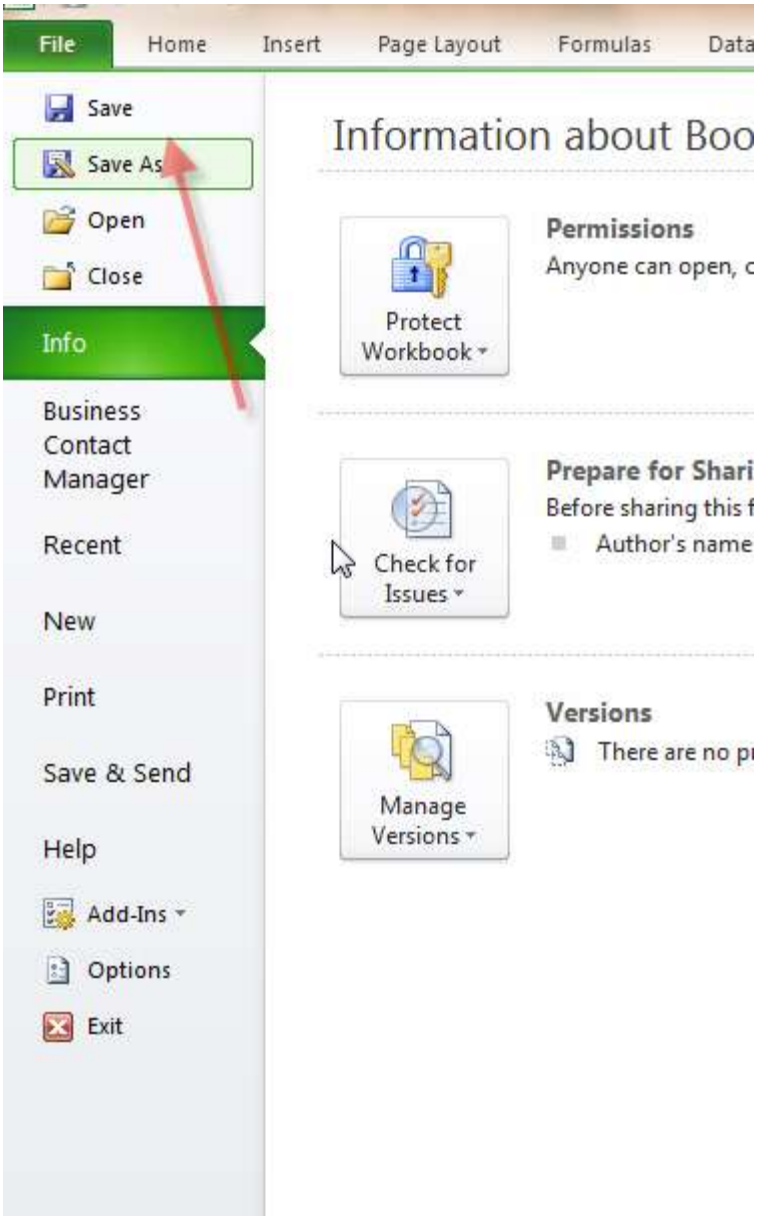
Import Job

This feature allows importing jobs from CSV (Microsoft Excel CSV File). You can import several jobs at a time. Please note that this feature does not work with Excel directly, you need to save an Excel file as a CSV (comma separated values).

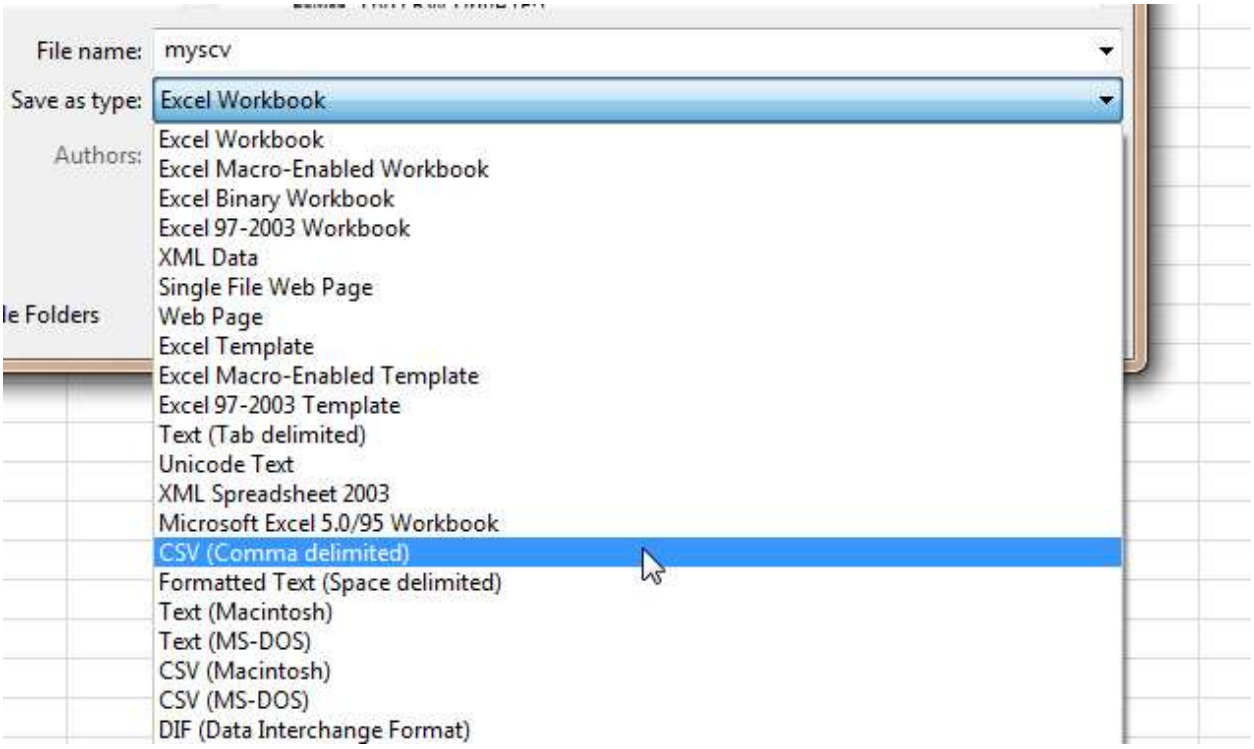
How to save an Excel file as a CSV

1. Open your Excel file.

2. Go to Home and select “Save as.”

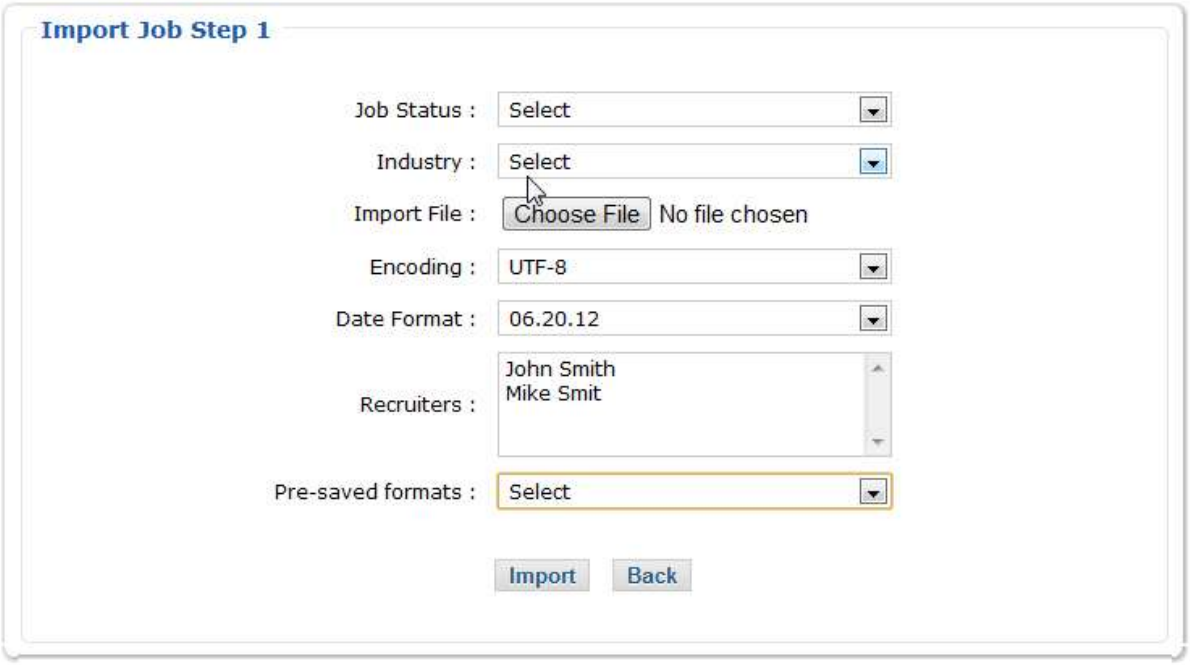


3. From “Save as type” select CSV (Comma delimited).

4. 

Once you have your CSV file ready you can select “Import Jobs.”

Import Job Step 1



Job Status
Select the status of the job being imported.

Industry
The industry for the job.

Import file
Please select a CSV file from your computer to upload and import.

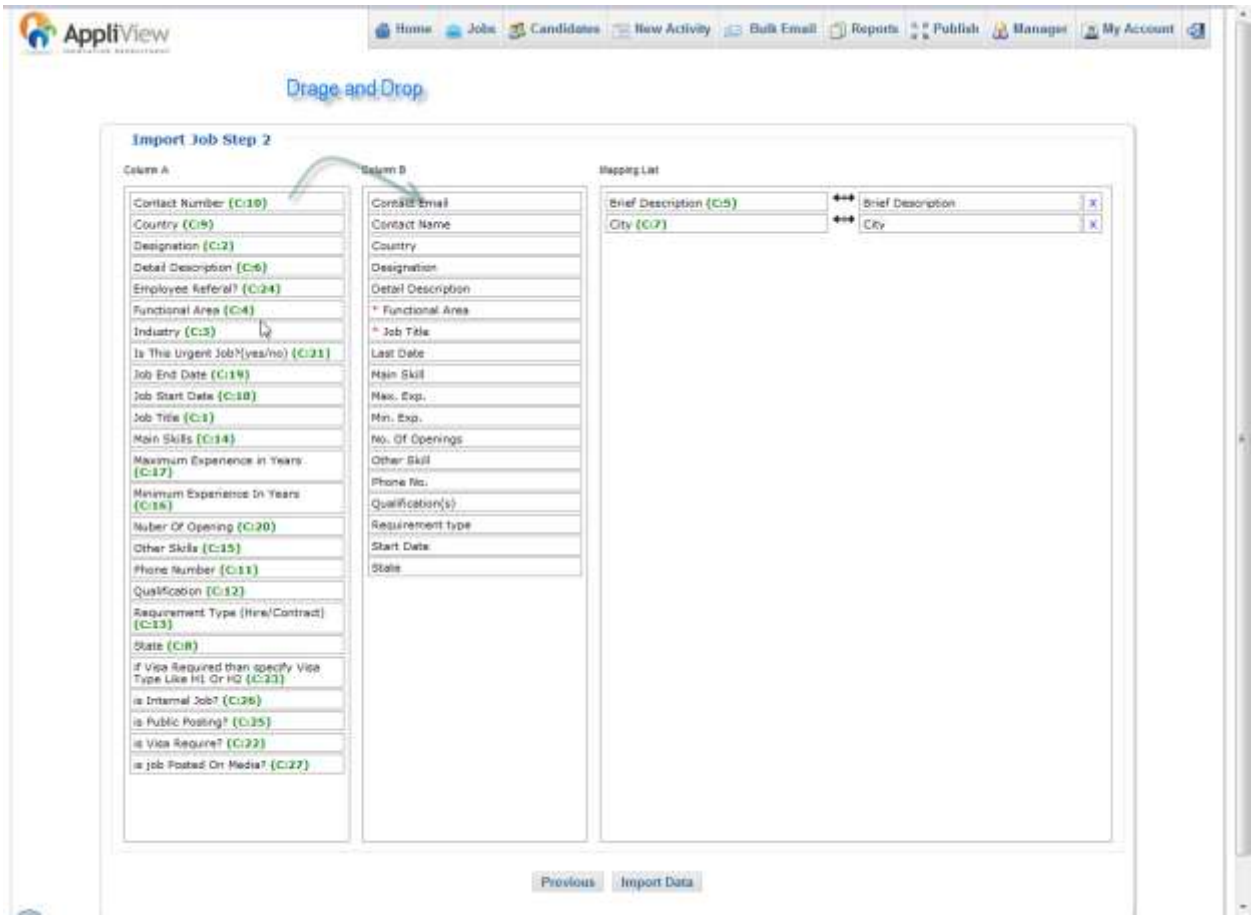
Encoding
The encoding of your CSV file. You may not need to change this, if you are not sure.

Date Format
The date format of all the dates in your CSV file, *please note that all dates in CSV file e.g. start date and end date, should be of the same format.*

Recruiters
Select recruiter(s) for the jobs.

Pre-saved format
If you have imported jobs before using this interface and if you have saved the last import, you can directly select the last import from the list and quickly import the same format.

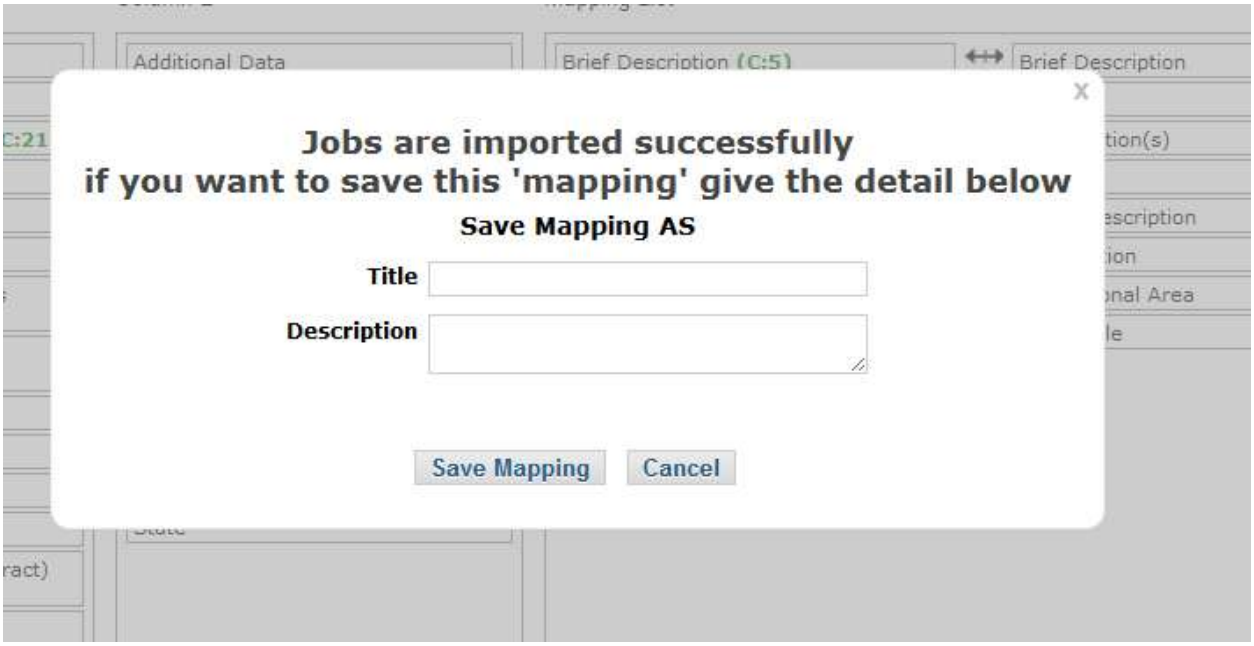
Import Jobs (Step 2)



On this screen, you can “map” the data in your CSV with the database of the system. For example, in your CSV file you may have a Job Heading and in this system we call it “Job Title”; so you can tell the system that in my file Job title is “Job heading”. You can do this by dragging a field from column A (fields in your CSV) file and dropping it over the corresponding field in column B (Database fields). You must map all the fields marked as * in column B to import data.

Import Data

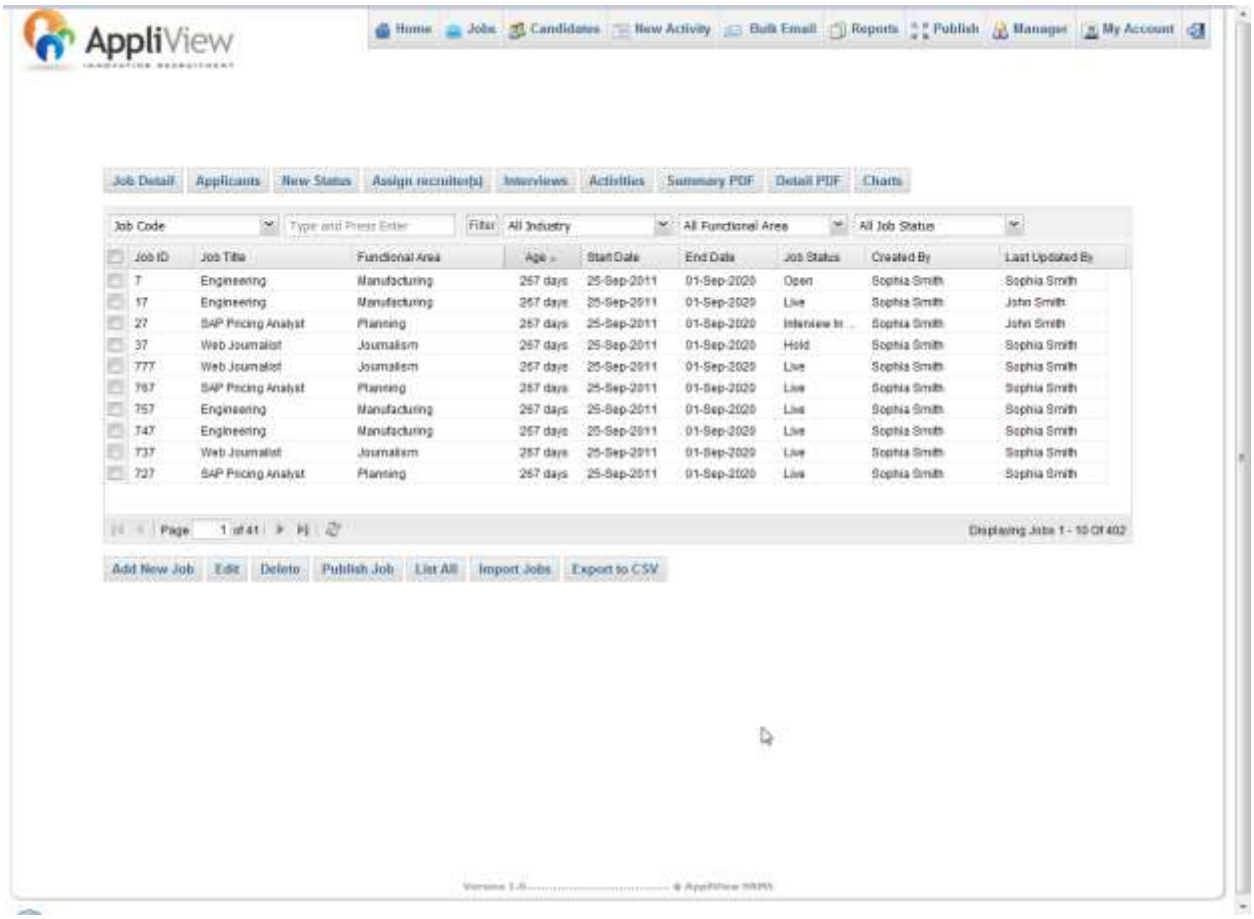
Please make sure that you review everything before you click on “Import Data” button, as it is irreversible.



After you click on “Import”, it will import the jobs data from your CSV file and prompt you to save the current import. If you are planning to use the same, format CSV/Excel file again to import job data again, then save this import by providing title and description. For your next import, you can directly import job data without having to map it again.

Job list

After you successfully import jobs from an Excel file or add new jobs manually, you’ll get a job list screen. You can perform different actions on specific jobs using the “Action” button provided at the top and bottom of the list.

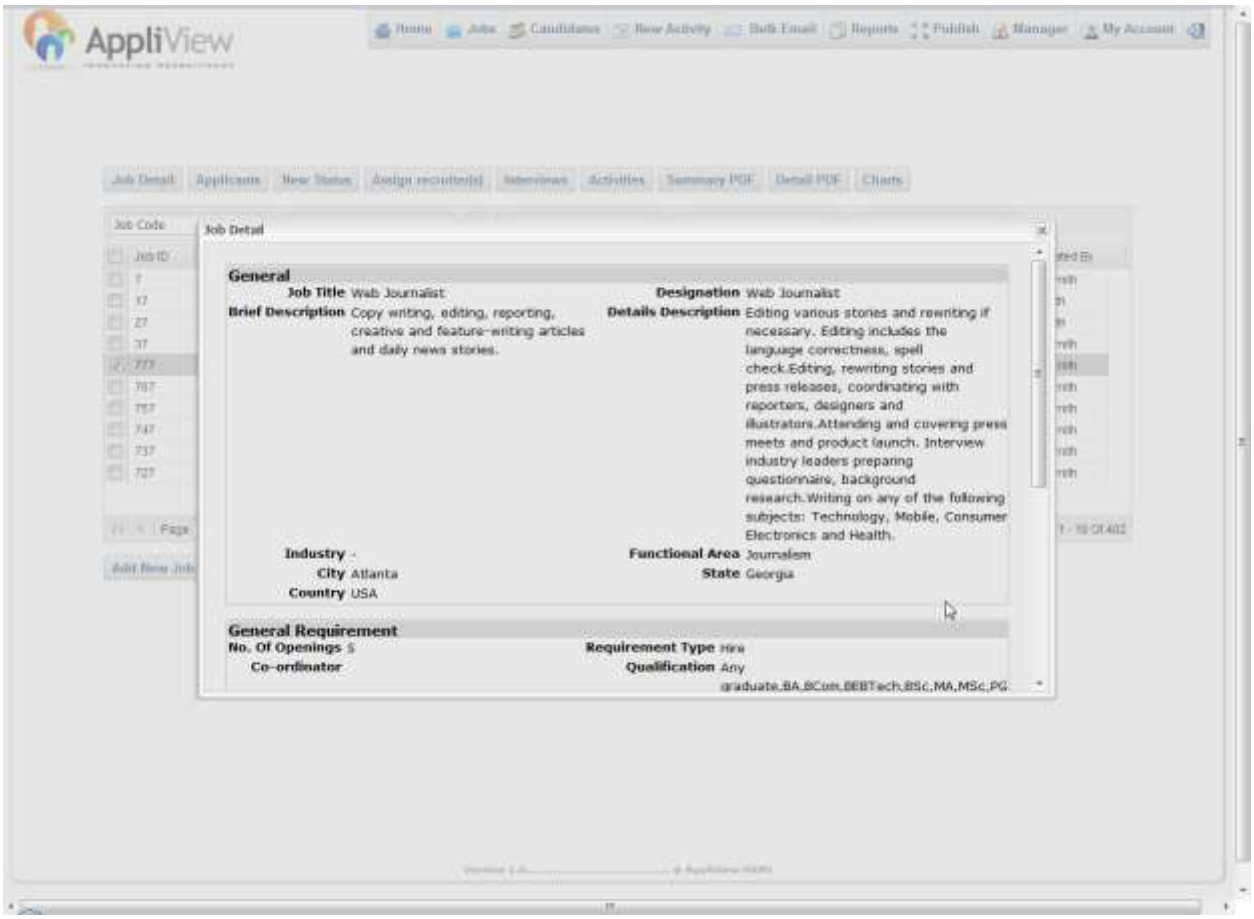


Top Buttons

Before you perform any action from the top buttons, select a record or row as shown below.

Job Detail

Click on the “job detail” button from the top list after you select a single row (job) from the list as shown above. This will show you a popup window with the required details about the job.

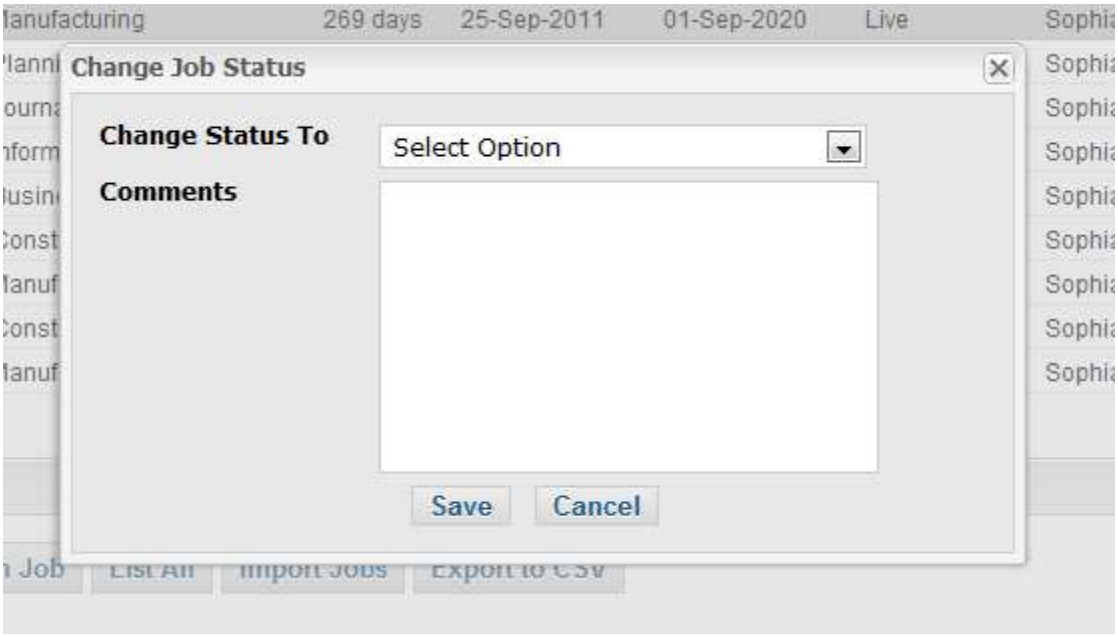

AppliView
Job Detail
General
Job Title Web Journalist
Designation Web Journalist
Brief Description Copy writing, editing, reporting, creative and feature-writing articles and daily news stories.
Details Description Editing various stories and rewriting if necessary. Editing includes the language correctness, spell check.Editing, rewriting stories and press releases, coordinating with reporters, designers and illustrators.Attending and covering press meets and product launch. Interview industry leaders preparing questionnaire, background research.Writing on any of the following subjects: Technology, Mobile, Consumer Electronics and Health.
Industry -
Functional Area Journalism
City Atlanta
State Georgia
Country USA
General Requirement
No. Of Openings 5
Requirement Type Hire
Co-ordinator
Qualification Any graduate,BA,BCom,BEBTech,BSc,MA,MSc,PG

Applicants

After selecting a job from the list, click on “Applicants” to see a list of applicants available for the selected Job. For a detailed explanation of the applicant screen, please review “Applicant” sections.

New Status

“New status” allows you to change the status of a selected job. You can later generate reports based on a job status. The AppliView also sends email to recruiters and HR managers when you change the status of a job.



Change Status to

You can select a new status of a job. Currently it does not allow to you change status only once; for example if you change status to “On Hold” from “Open,” you will not be able to select “Open” again,you need to select a new status each time.

Comments

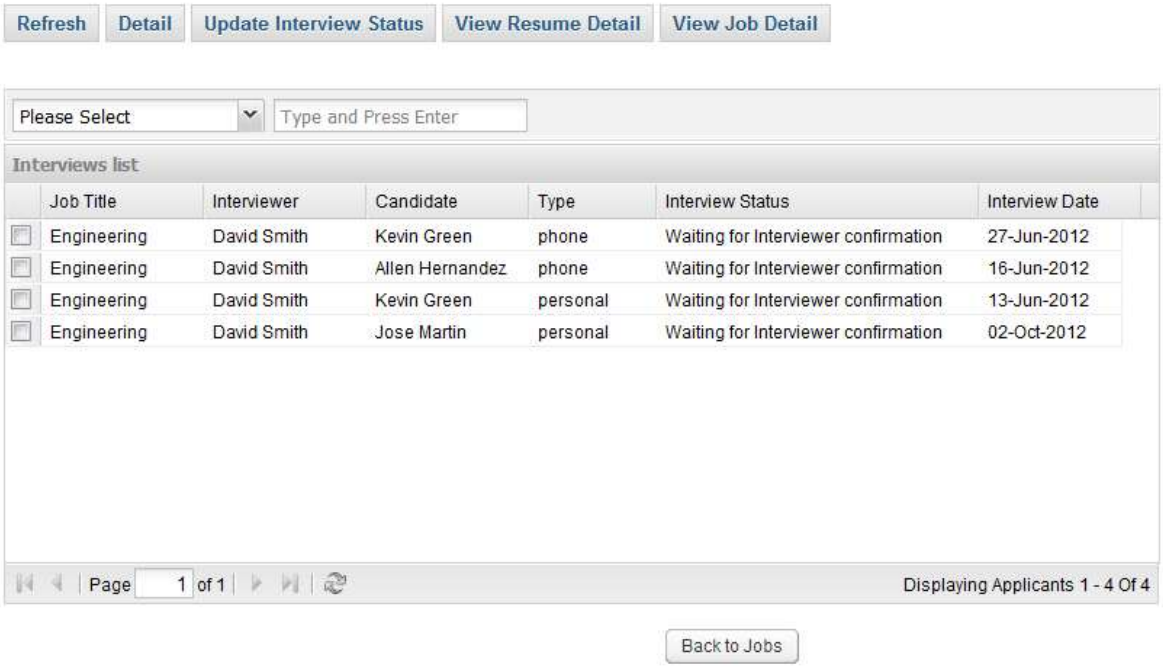
Show any comments regarding a new status.

Assign Recruiter(s)

You can also assign or remove new recruiter to a job using this screen. Assign a new recruiter by checking the box before a recruiter’s name and selecting ‘”Assign Recruiters.” To remove any recruiter from a job, click the delete icon before a recruiter’s name. Any action is followed by an email notification to respective concerned users.

Interviews

This screen shows a list of interviews assigned to jobs.



Refresh

To refresh or reload the page in case of any issue.

Detail

Shows details about the Interview.

Update Interviews Status

When you update the interview status, the AppliView will send an email to the candidate, recruiters and HR managers based on the configuration in the manager section.

View Resume Detail

Shows details of candidate resumes for the interview schedule.

View Job Detail

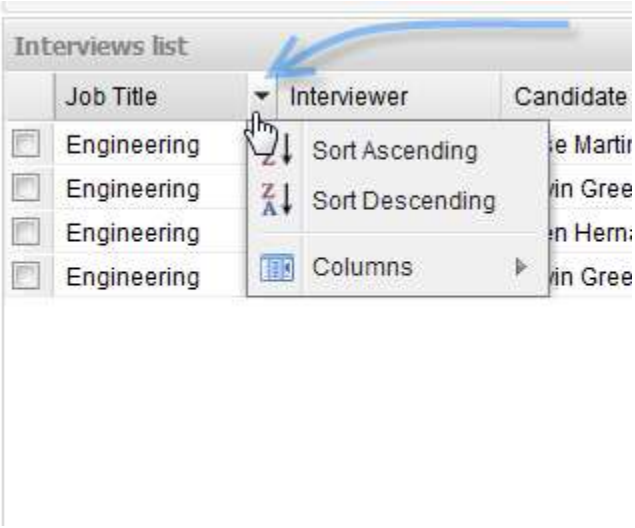
A detailed view of jobs.

Search

You can also search the interview schedule by job title, interview date, interview type, and candidate first name.

Sorting

You may also sort (ascending and descending) the current list by moving your mouse to the right corner of the column. If you just click on a column heading (.e.g. Job Title), it will sort the list by job title in ascending order and if you click again, it will sort in descending order.



Back to Jobs

This sends you back to the job list screen.

Summary PDF

Allows you to export a PDF job summary, which you can print or email.

Detail PDF

A detailed report on a job including status, candidates, and their last status. It also includes candidate ratings.

Charts

Shows a graphical review of reports in data or chart view by clicking on respective icons.

Bottom Buttons

Add New Job

To add a new job as explained above.

Edit

To edit job details.

Delete

You can delete one or more (by selecting multiple rows from the list). *Please note that if you delete the job it also removes applicants, interview schedules, events and other job-related data as well. However, it does not delete candidates from the master database.*

Publish Job

You can publish jobs to a website, Facebook, Twitter etc. using the “Publish” option from the top menu ONLY if you publish the selected job from here using this button.

List All

This will refresh your list to the default.

Import Jobs

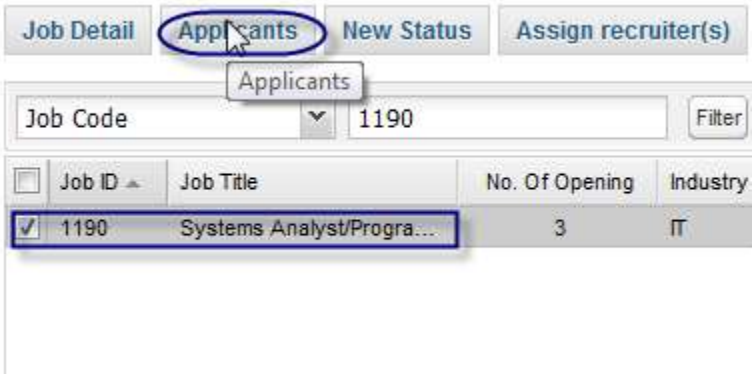
Allows you to import jobs from an Excel/CSV file as explained before.

Export to CSV

With this option, you can export the current list to Excel/CSV format.

Applicants

After selecting a job from the list, when you click on “Applicants”, it shows your list of applicants available for the selected job. For a detailed explanation of the applicant screen, please review “Applicant” sections.



If no candidates are assigned to a job, you may see a screen like:

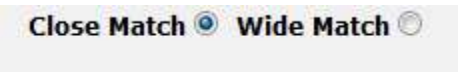
No applicants have been assigned to this Job. You may find suitable candidates by searching candidate database with one of the following option.
Intelligent Match
Custom match
Back to Job List

This screen provides an option to assign candidates to the selected job with two options:

Intelligent Match

Intelligent match **automatically** matches your candidate database with job information. It matches the candidates with job requirements, industry, functional area, experience, qualifications and skills. *Please note that this works with the job requirements you have defined while creating a job, so be sure to review your jobrRequirements before you use intelligent match.*

For example, for any job where you have recruitment criteria or parameters like software (industry), 2–3 years (experience), manufacturing (functional area), engineering (qualification) and Java, Oracle (skills); this powerful and intelligent tool will search the candidate database and list the candidates based on the option (c**lose and wide match**) you have selected.



Close Match (Default Match)

You may also call this a "Strict" match and by default when you click on "intelligent match," it matches the candidate database with "close match" option only. The close match tries to match **ALL** parameters (industry, experience, qualification and skills) to candidates. It will only match candidates who meet **ALL** the requirements. *Normally you should try "close match" first.*

Wide Match

Wide match is broad level match to use when Close Match proves insufficient. This will try to match and list candidates who meet **ANY** criteria or requirement. It will match and list all candidates with the same industry or experience or qualification or skills as per the job requirement. *We advise you to review the candidate's resume and profile before you associate any candidates based on "wide match. "*

Custom Match

This allows a manual search of candidates' database, you may search candidates database by any (or with different combination) of given requirements e.g. applicant code, skill, minimum experience, maximum experience, industry (selection) and qualification (selection). For example, if you know the applicant code of a candidate, enter it in the applicant code textbox and click "search" to find a specific candidate. To search for specific candidate skills you can enter "skill" in the textbox. You may also search with more than one requirement by entering or selecting different values. Please note that this search works with 'AND' condition so if you enter skills and qualification, it will show candidates who match **BOTH** (skills and qualifications) requirements.

For example, to search candidates with a bachelor's degree and communication skills, enter "communication" in the skill stextbox and select "bachelor degree" from the qualifications dropdown and press "search."

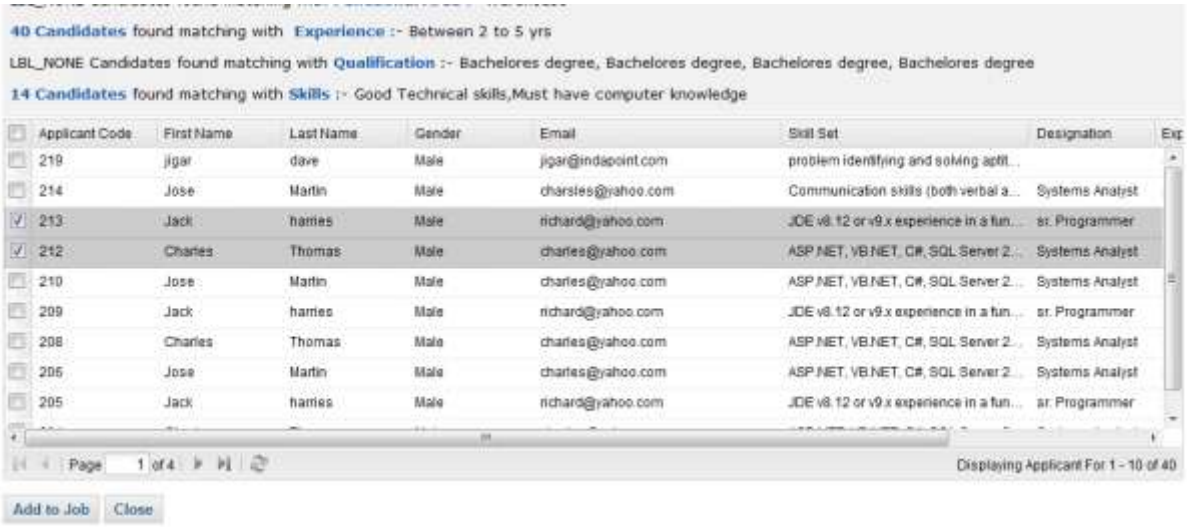
Matching results

Click on the numbers from the matching results to get a list of candidates.

6 Candidates found matching with Industry :- Healthcare - Health Services
LBL_NONE Candidates found matching with Functional Area :- Warehouse
40 Candidates found matching with Experience :- Between 2 to 5 yrs
LBL_NONE Candidates found matching with Qualification :- Bachelores degree, Bachelores degree, Bachelores degree, Bachelores degree
14 Candidates found matching with Skills :- Good Technical skills,Must have computer knowledge

Add/Assign Candidates to a Job

Once you get matching candidates by either intelligent match or custom match, you can assign candidates to the job by selecting a candidate and clicking “Add to Job” at the bottom. This links candidates to a job and AppliView sends an email notification.

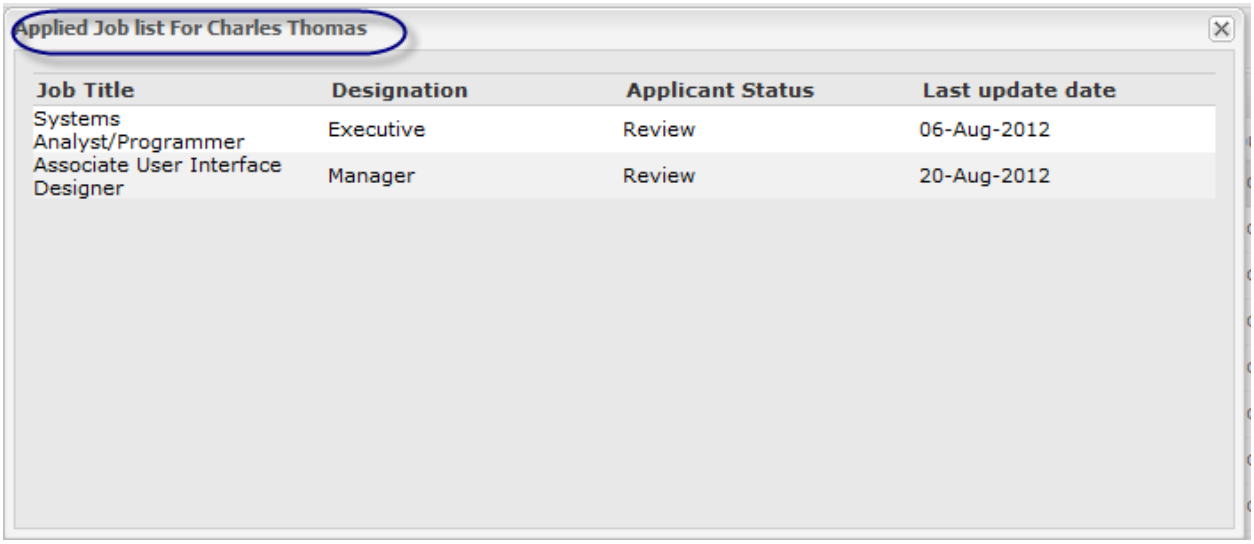

40 Candidates found matching with Experience :- Between 2 to 5 yrs
LBL_NONE Candidates found matching with Qualification :- Bachelores degree, Bachelores degree, Bachelores degree, Bachelores degree
14 Candidates found matching with Skills :- Good Technical skills,Must have computer knowledge
Applicant Code
First Name
Last Name
Gender
Email
Skill Set
Designation
219 jigar dave Male jigar@indapoint.com problem identifying and solving aptit...
214 Jose Martin Male charsles@yahoo.com Communication skills (both verbal a... Systems Analyst
213 Jack harries Male richard@yahoo.com JDE v8.12 or v9.x experience in a fun... sr. Programmer
212 Charles Thomas Male charles@yahoo.com ASP.NET, VB.NET, C#, SQL Server 2... Systems Analyst
210 Jose Martin Male charles@yahoo.com ASP.NET, VB.NET, C#, SQL Server 2... Systems Analyst
209 Jack harries Male richard@yahoo.com JDE v8.12 or v9.x experience in a fun... sr. Programmer
208 Charles Thomas Male charles@yahoo.com ASP.NET, VB.NET, C#, SQL Server 2... Systems Analyst
206 Jose Martin Male charles@yahoo.com ASP.NET, VB.NET, C#, SQL Server 2... Systems Analyst
205 Jack harries Male richard@yahoo.com JDE v8.12 or v9.x experience in a fun... sr. Programmer
Page 1 of 4
Displaying Applicant For 1 - 10 of 40
Add to Job
Close

Applicant Details

This button show details about a selected applicant.

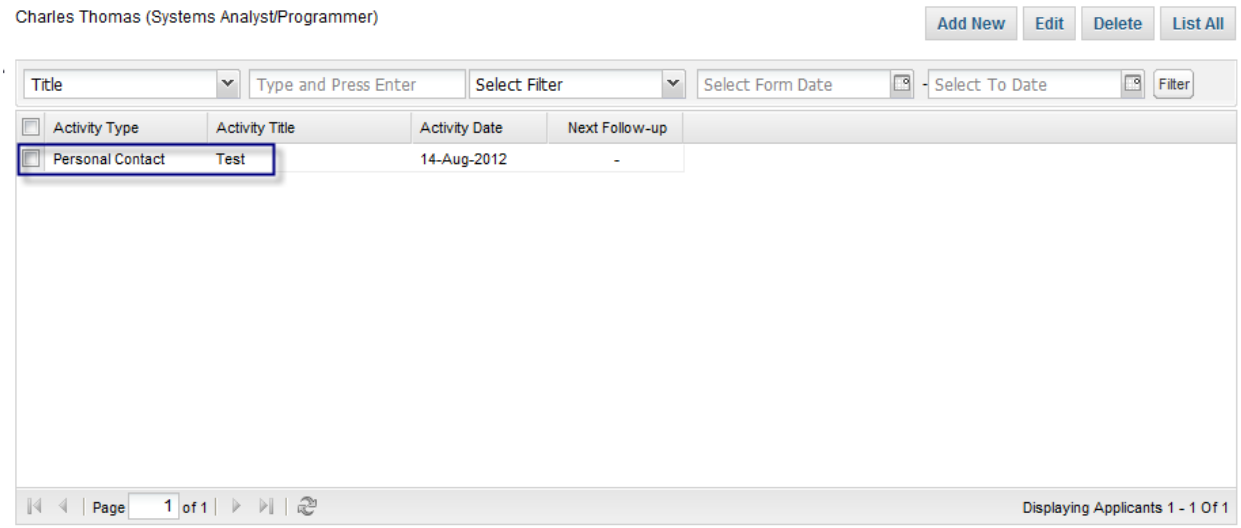
History

This shows an applicant’s history within the system revealing if the candidate was previously selected for another job, and the status.



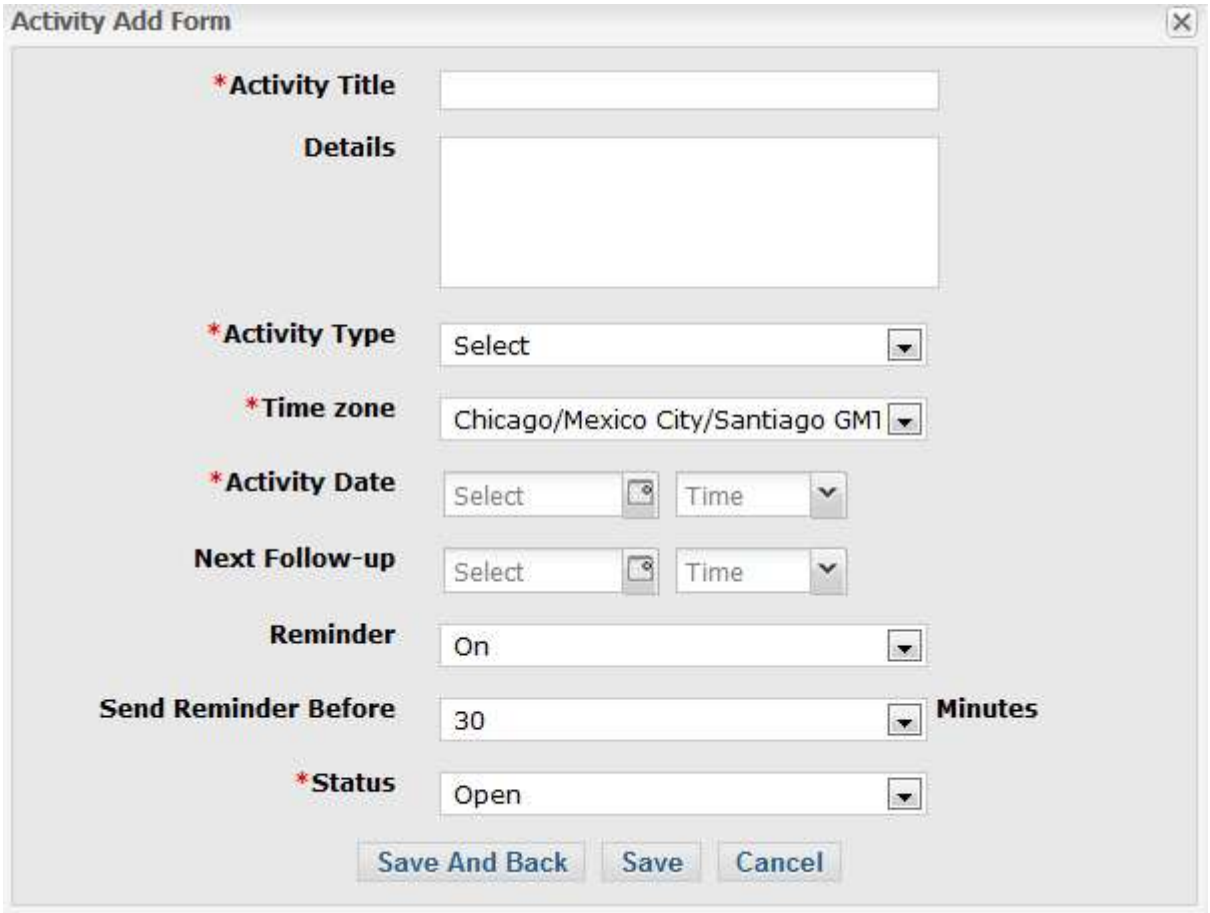
Activity Details

A list of activities for the selected job and applicant. You can also create a new activity with “Add New Activity.”



Add New Activity

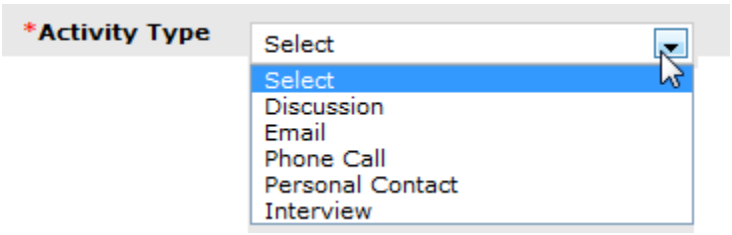
Allows you to create a new activity for an applicant. All fields marked with * are mandatory.



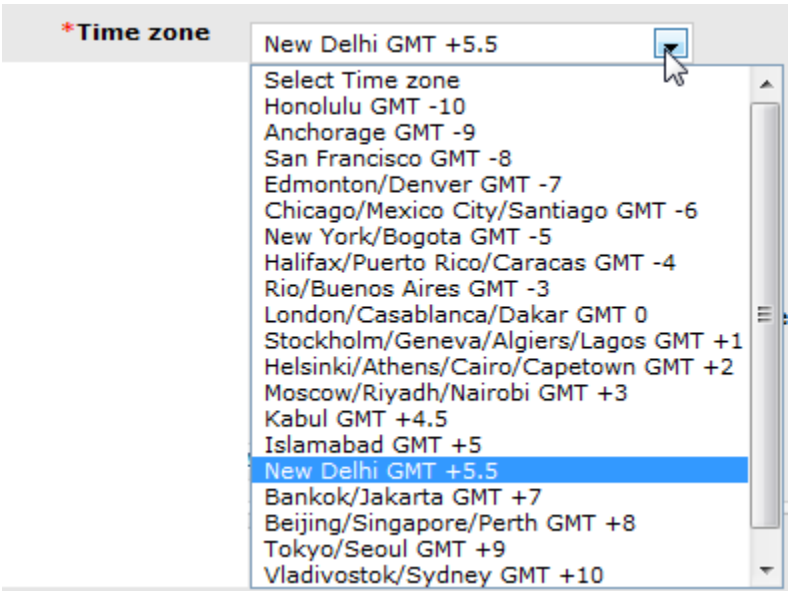
Activity Title
The title of the activity.

Details
Details about the activity in short

Activity Type
Phone call, email, Discussion etc.

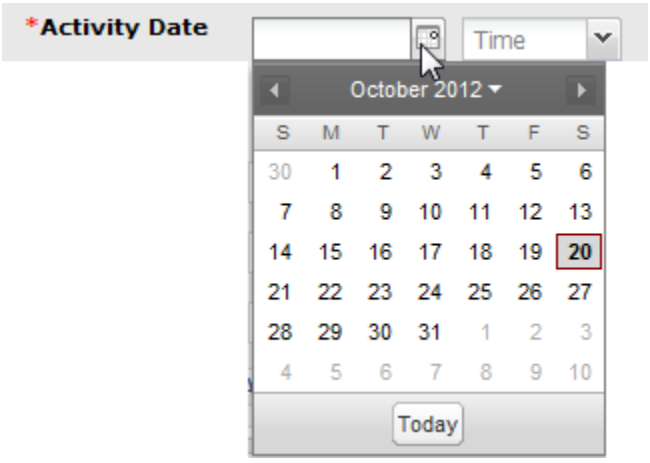


Time zone
The time zone for the activity. This will be set to your default time zone so you may not need to change it. Change only if you create an event in a different time zone. For example if you are planning to call an applicant in other time zone, you should create an event based on that applicant's time zone. AppliView also sends a reminder based on the time zone setting.



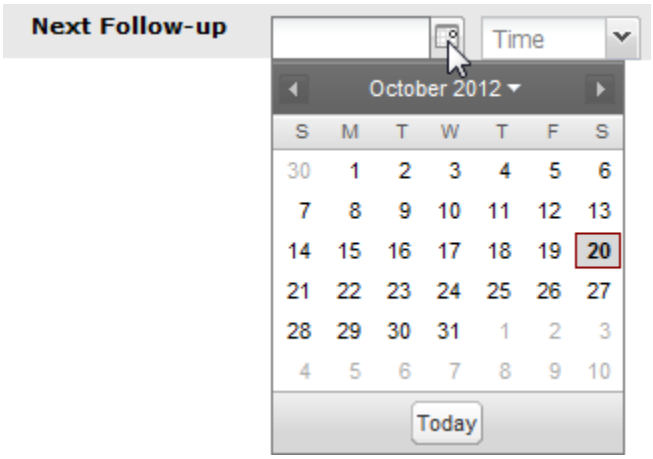
Activity Date

Date of the activity.



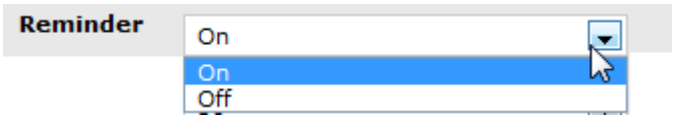
New Followup

You can set a followup date for an event and get an email reminder.



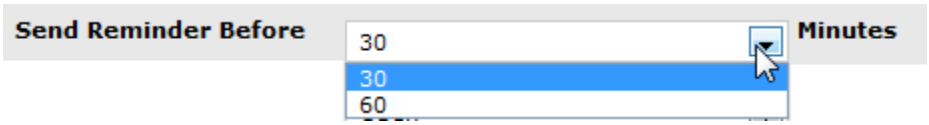
Reminder

If you want to receive an earlier reminder of this event.



Send Reminder Before

You may also specify the reminder time.



Status

Open or closed.

Save and Back

With this option, your new activity is created and you are sent back to the list.

Save

This will save the new activity

Cancel

Cancels the entire operation and sends you back to the previous list.

Activity List

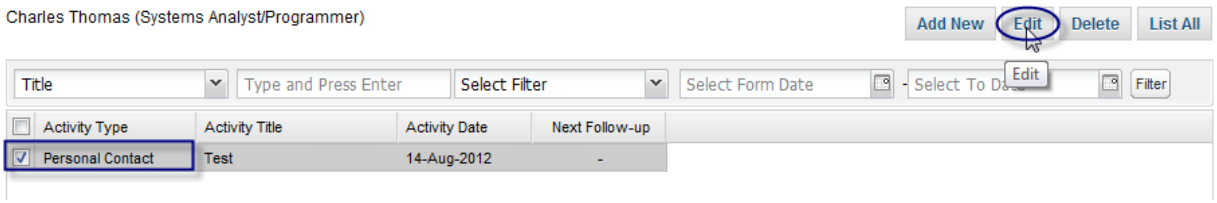
Shows a list of activities for a selected applicant

Add New

Allows you to create a new activity, as explained above.

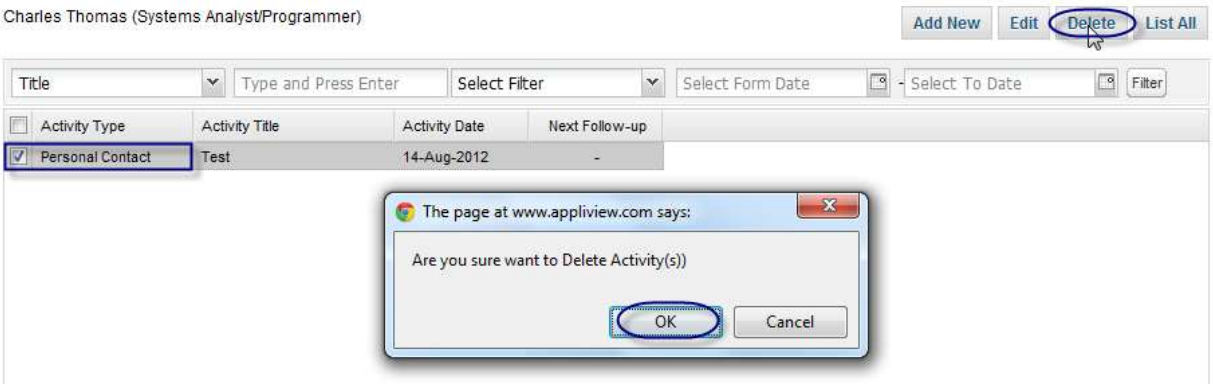
Edit

To edit an existing activity by selecting a row from the list.



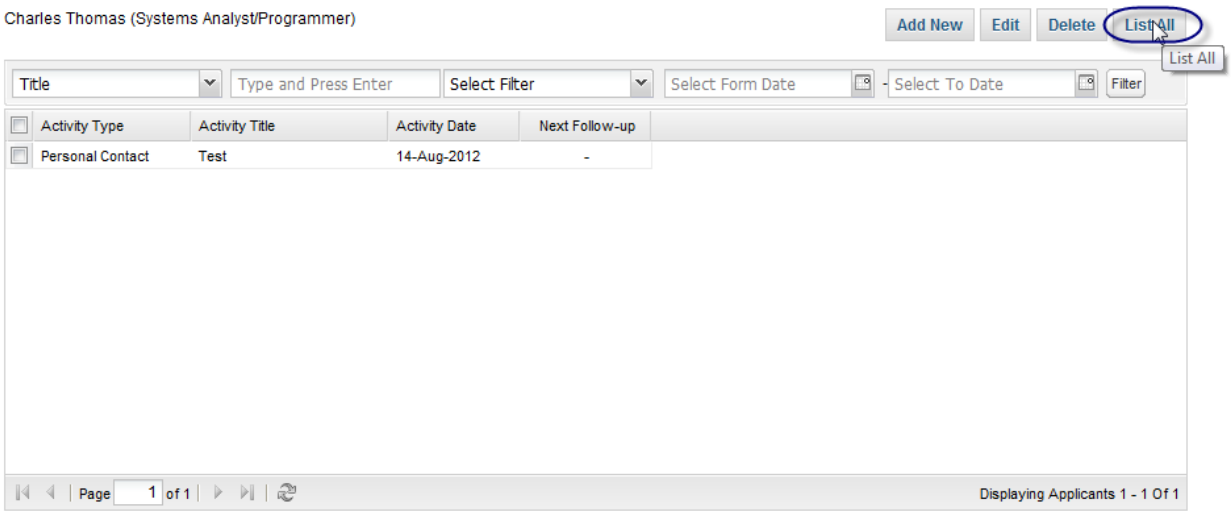
Delete

To delete selected activity from the list.



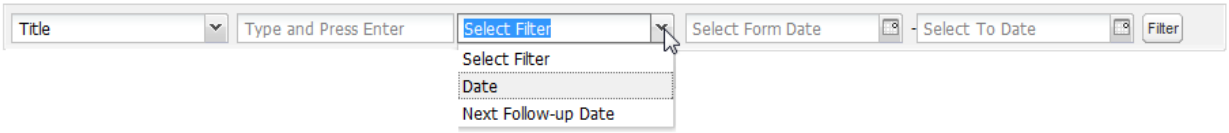
List All

Refreshes your list if you have searched or filtered the data.



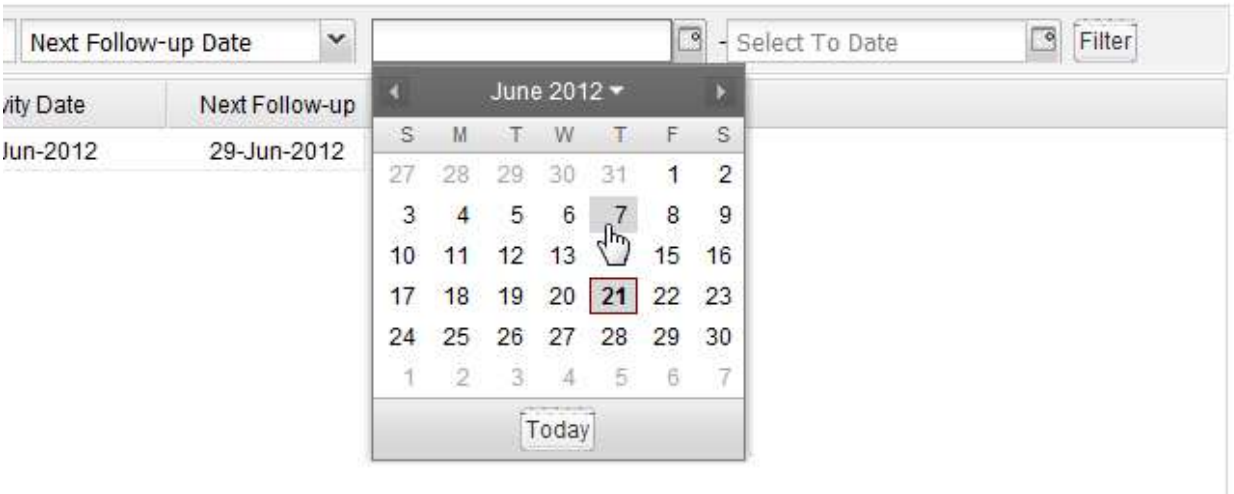
Search

To search an activity by title.



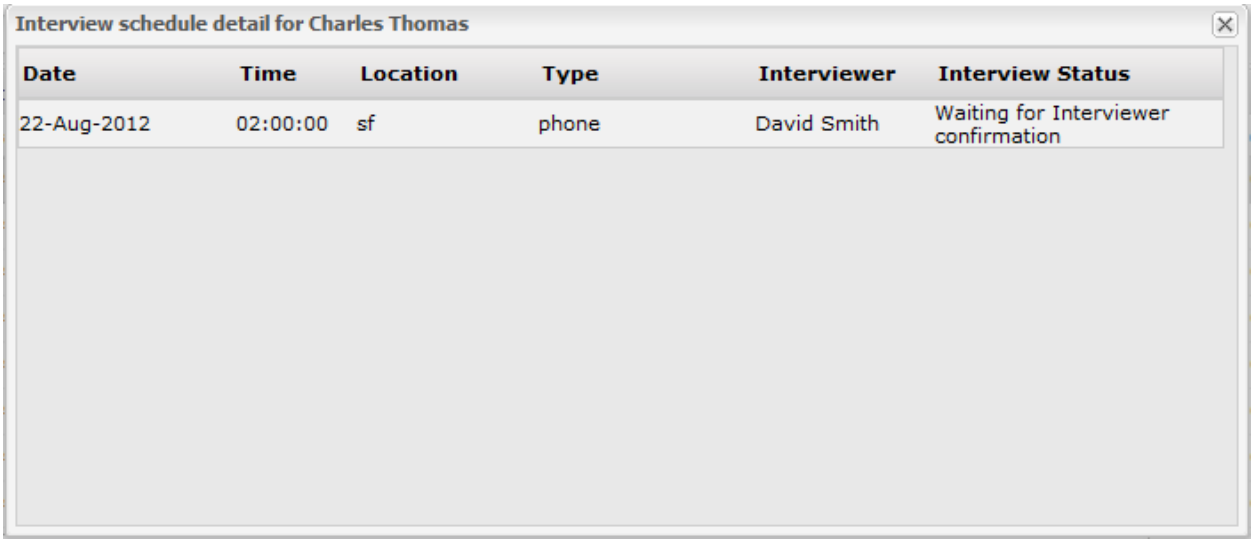
Filter

You can filter activities by activity date or followup date by selecting a range (“to” and “from” dates).



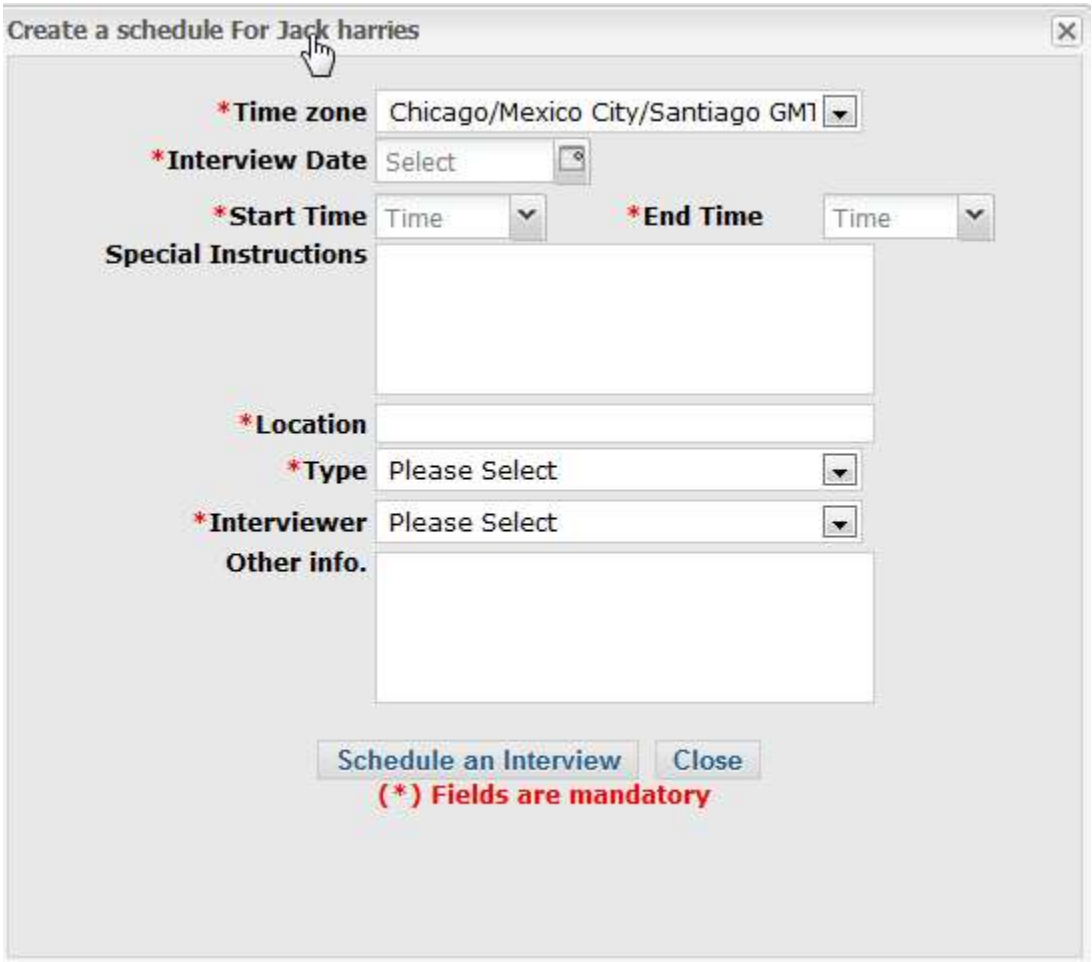
Interview Details

Shows any interview details for a selected applicant.



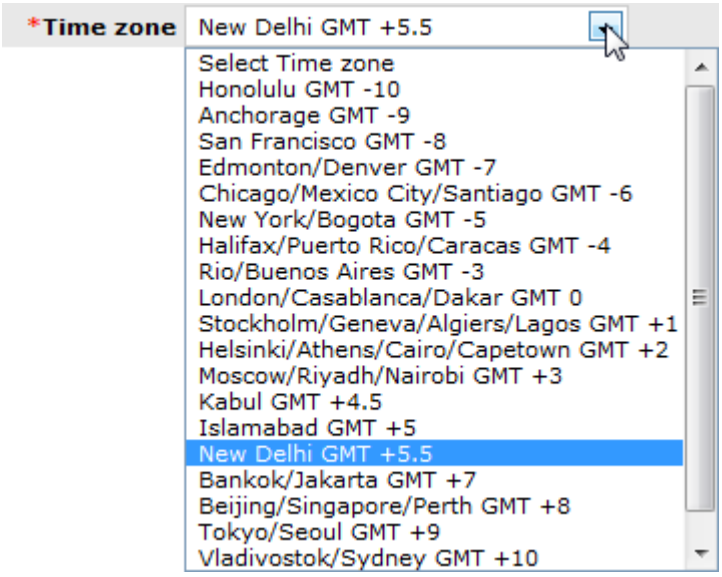
Schedule an Interview

You can schedule an interview for the applicant from here.



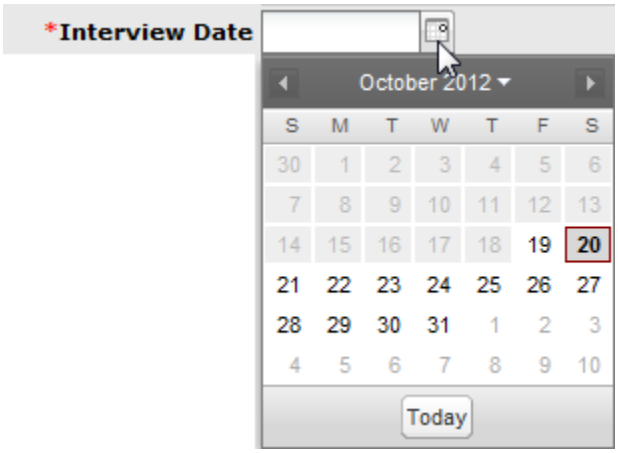
Time Zone

The time zone for this schedule. This is very important if your time zone is different than the candidate's. AppliView does all date-related calculation in GMT. It also sends an email notification based on the time zone setting.



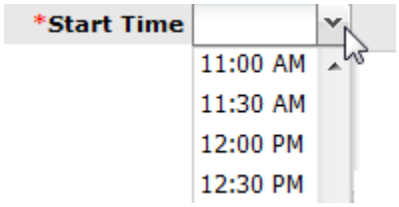
Interview Date

Date of the interview.



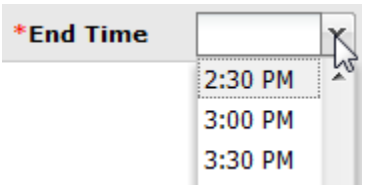
Start Time

Start time for the Interview.



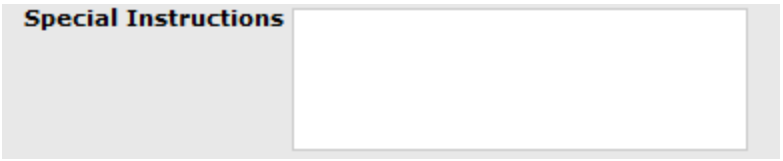
End Time

End time of the interview.



Special Instructions

Any instructions for the candidate.

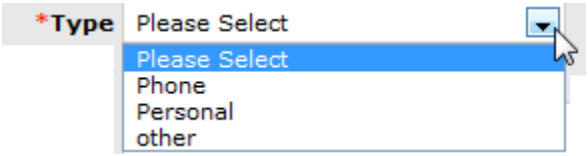


Location

Location of the interview.

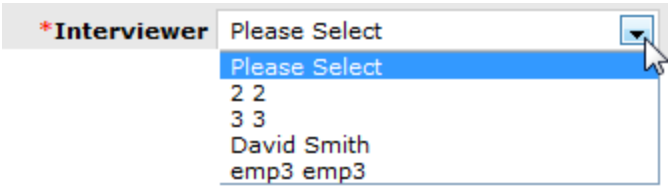
Type

The type of the interview e.g. online, phone, in-person, etc.



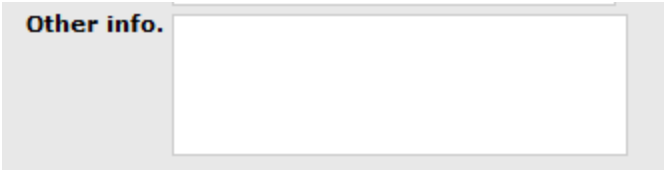
Interviewer

The interviewer for this interview. You will also be notified if there is any conflict with this interviewer's schedule. Once you set the interview schedule, the interviewer will get an email notification.

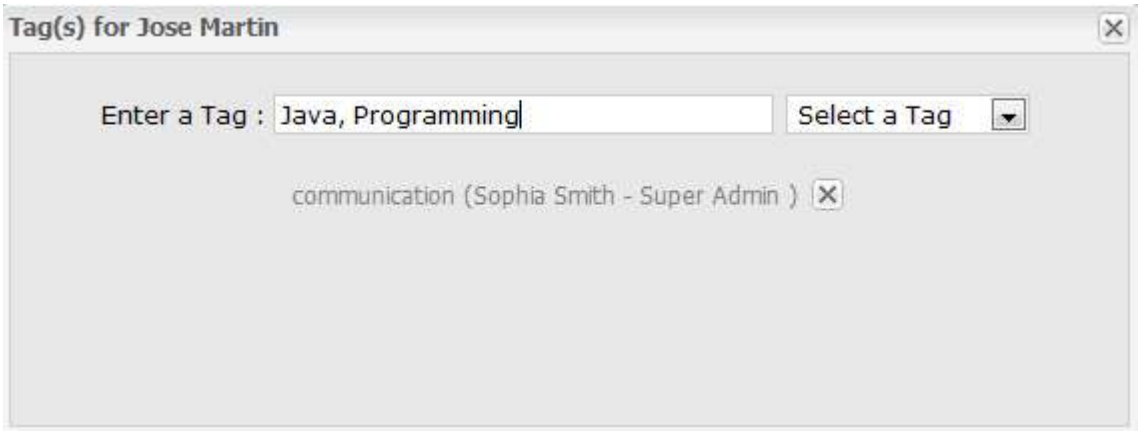


Other info

Any additional information.

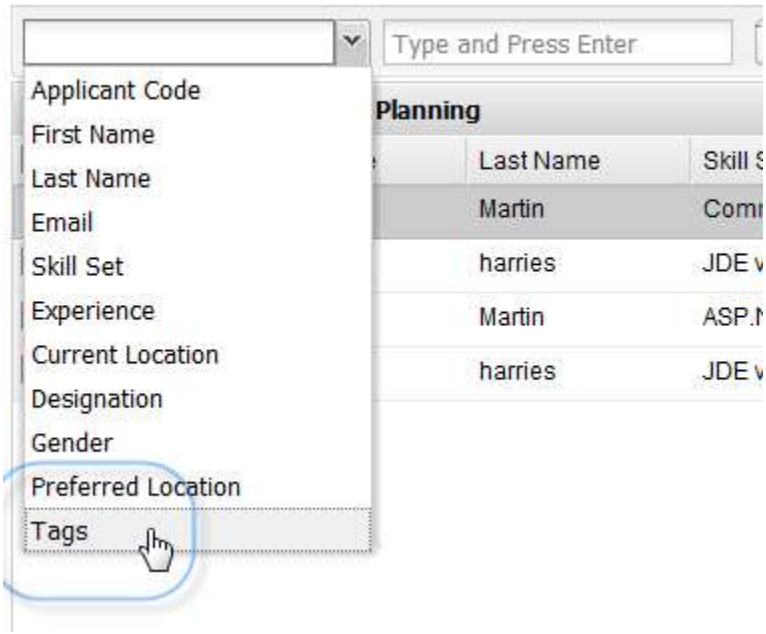


Tags



Tags are keywords which help distinguish a candidate based on specific information. You can assign any keywords or tags to an applicant and later search for an applicant based on these tags. You can also select a keyword from the list.

Search based on Tag



List/Grid

Search

You can search an applicants' data by options like first name, last name, skill, experience, current location, designation, gender, preferred location and tags.

List (Filter)

These options quickly filter the applicants based on the selection.

Matching

Automatically compares and matches applicants with job requirements. It works with the "any" option so it will match an applicant with any job requirement, such as qualification, skill, experience, or designation. It displays matching data in blue.

Mismatch

This is a single-click feature to show applicants, who do not match any job requirement such as qualification, skill, experience or functional area.

All

This is helpful to restore the list back to "all" in case you used any options .

Open

Lists applicants with an "open" status. You can change this term ("open") from Manager ->Master Data->Applicant Status.

Canceled

Lists applicants with a "Canceled" status. You can change this term ("canceled") from Manager ->Master Data->Applicant Status.

Review

Lists applicants with a "review" status. You can change this term ("review") from Manager ->Master Data->Applicant Status.

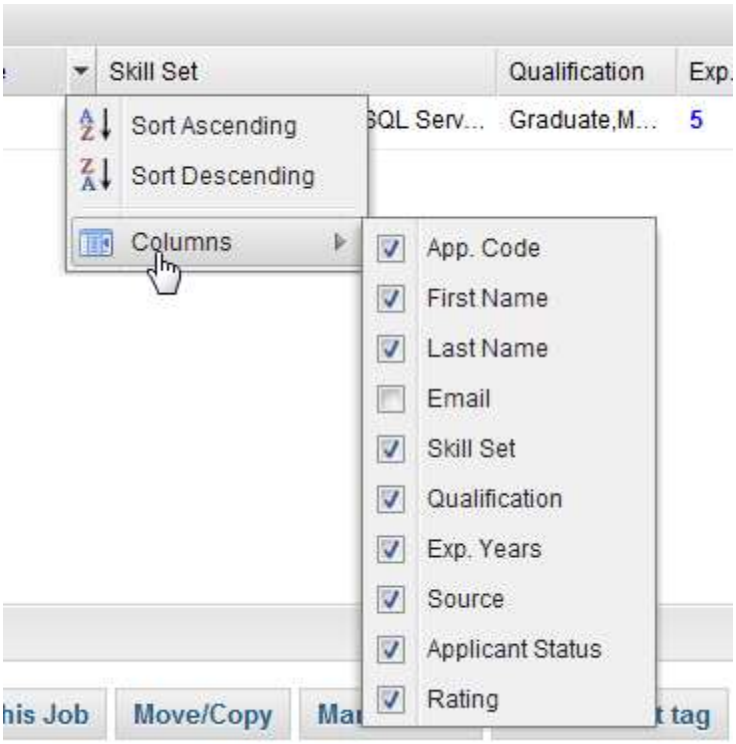
Selected

Lists applicants with a "selected" status. You can change this term ("selected') from Manager ->Master Data->Applicant Status.

Not Selected

ListS applicants with a "not selected" status. You can change this term ("not selected") from Manager ->Master Data->Applicant Status.

Sorting and Display column (Resize and customization)



You can sort the applicant list by ascending or descending order by clicking on a column heading.

You can customize the information and columns displayed on the list and remove or add columns as needed. You can also customize the size and width of the columns. *Please note that these changes are browser- and user-specific, through the use of cookies and will remain even after logout.* Please review the video for this.

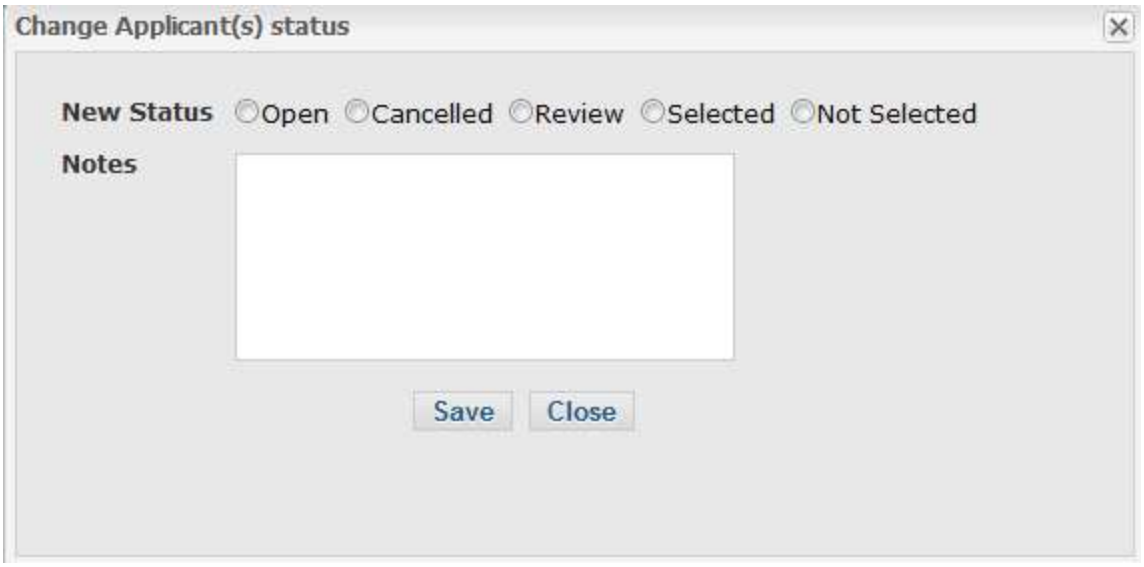
Rating

Ratings are available to recruiters, HR mangers and interviewers to score any applicant (only once) with a five-star rating system. AppliView shows the individual rating and an average rating. Rating is also shown on reports.

Applicants (Bottom Buttons)

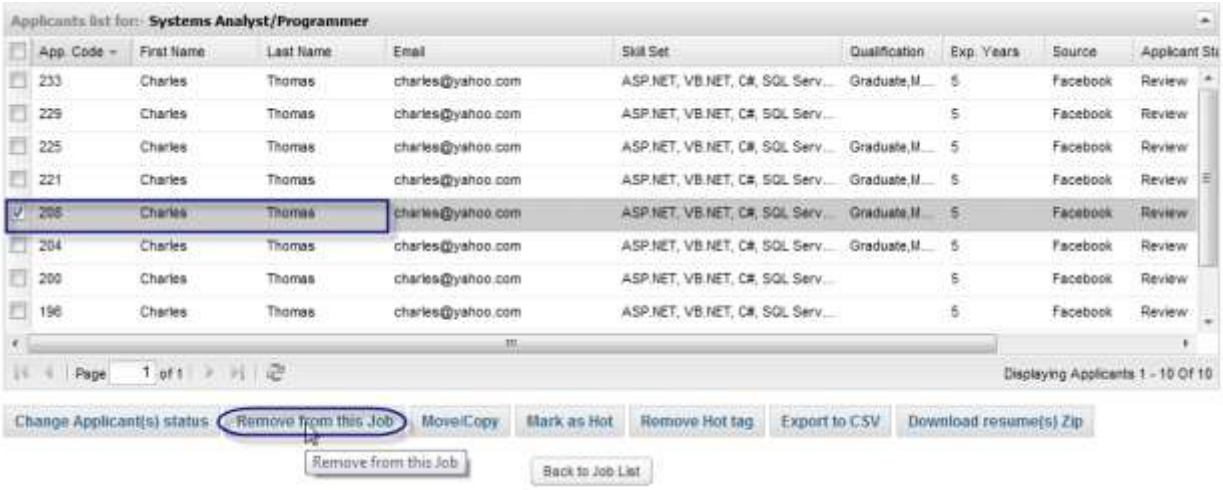
Change Applicant(s) Status

Allows you to change the status of the selected applicant. It also sends an email notification, as per the configuration in manager section, to the applicant, recruiter and HR manager.



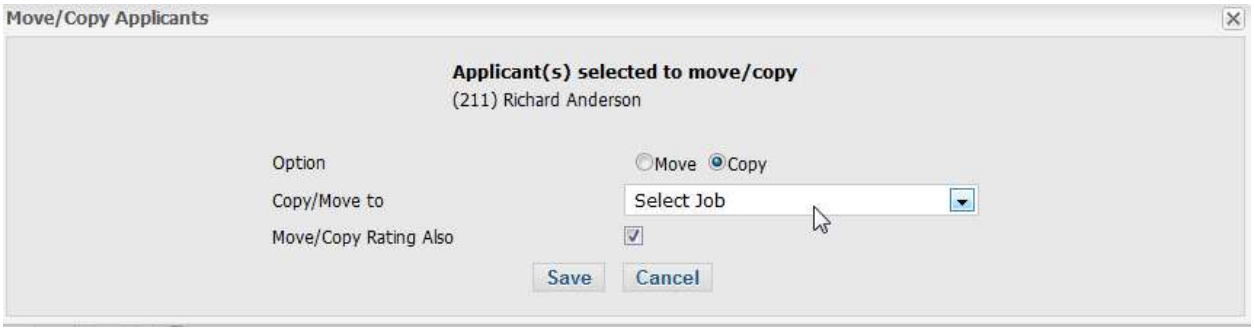
Remove from this Job

This removes any selected applicant(s) from the current job; the candidate's details are still available in the master database.


Applicants list for: Systems Analyst/Programmer
App. Code
First Name
Last Name
Email
Skill Set
Qualification
Exp. Years
Source
Applicant St
233 Charles Thomas charles@yahoo.com ASP.NET, VB.NET, C#, SQL Serv... Graduate,M... 5 Facebook Review
229 Charles Thomas charles@yahoo.com ASP.NET, VB.NET, C#, SQL Serv... 5 Facebook Review
225 Charles Thomas charles@yahoo.com ASP.NET, VB.NET, C#, SQL Serv... Graduate,M... 5 Facebook Review
221 Charles Thomas charles@yahoo.com ASP.NET, VB.NET, C#, SQL Serv... Graduate,M... 5 Facebook Review
208 Charles Thomas charles@yahoo.com ASP.NET, VB.NET, C#, SQL Serv... Graduate,M... 5 Facebook Review
204 Charles Thomas charles@yahoo.com ASP.NET, VB.NET, C#, SQL Serv... Graduate,M... 5 Facebook Review
200 Charles Thomas charles@yahoo.com ASP.NET, VB.NET, C#, SQL Serv... 5 Facebook Review
196 Charles Thomas charles@yahoo.com ASP.NET, VB.NET, C#, SQL Serv... 5 Facebook Review
Page 1 of 1
Displaying Applicants 1 - 10 Of 10
Change Applicant(s) status
Remove from this Job
Move/Copy
Mark as Hot
Remove Hot tag
Export to CSV
Download resume(s) Zip
Remove from this Job
Back to Job List

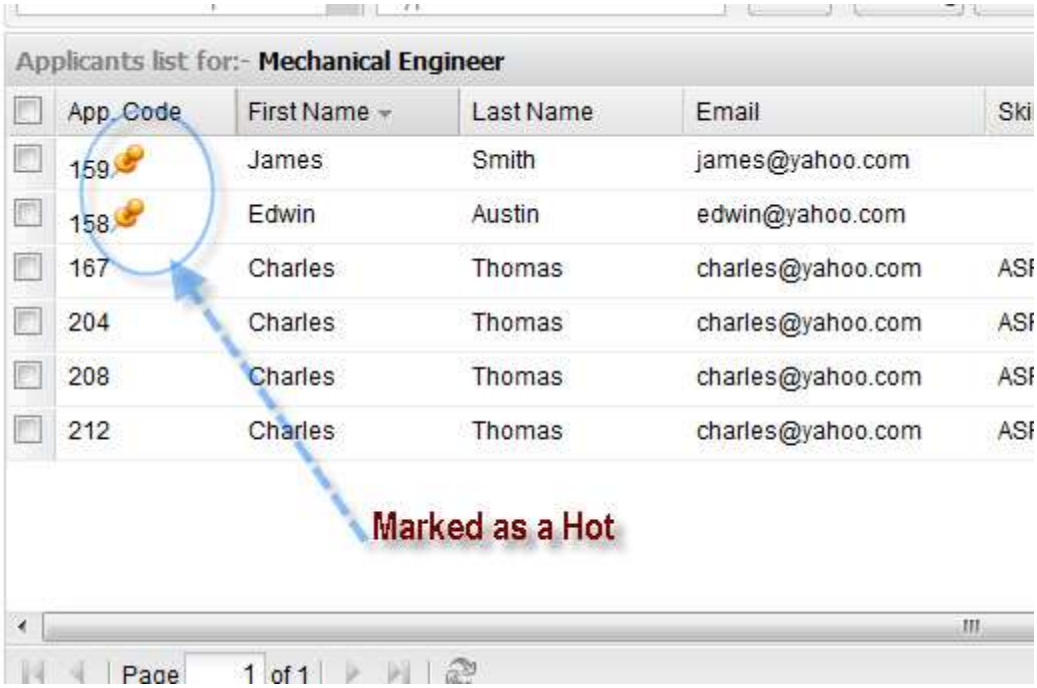
Move/Copy

You can move or copy an applicant to other job. If you "move," the applicant will be removed from the current job and if you "copy," the applicant will be available in both jobs. You also have an option to copy or move an applicant's rating to another job.



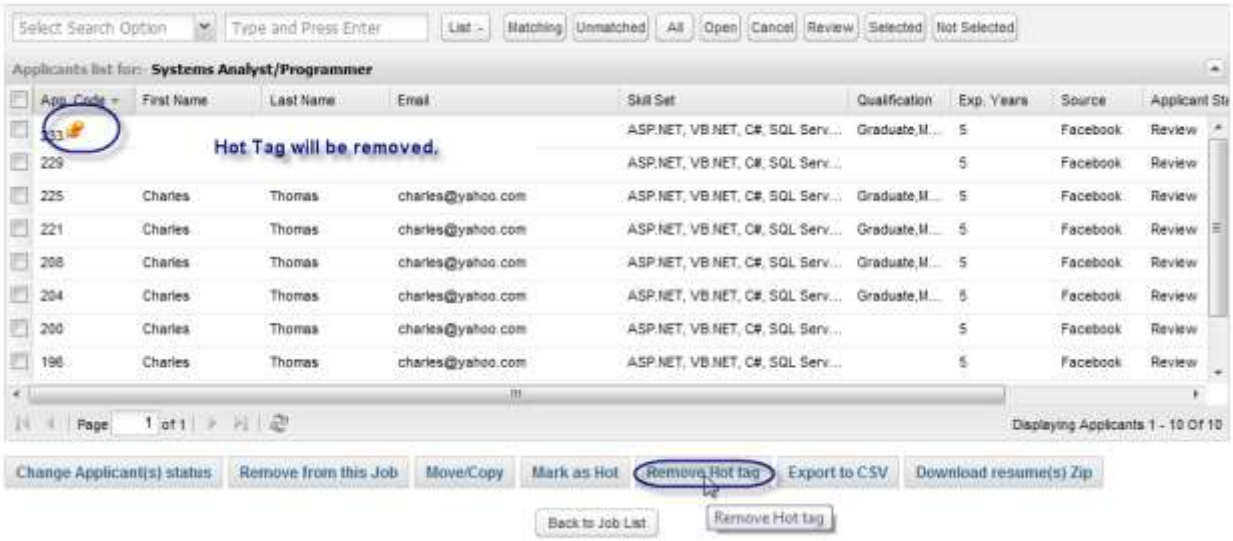
Mark as "Hot"

This keeps an applicant on top of the list regardless of any filter or search. This can be useful to earmark important candidates when you have a large number of candidates for a specific job.



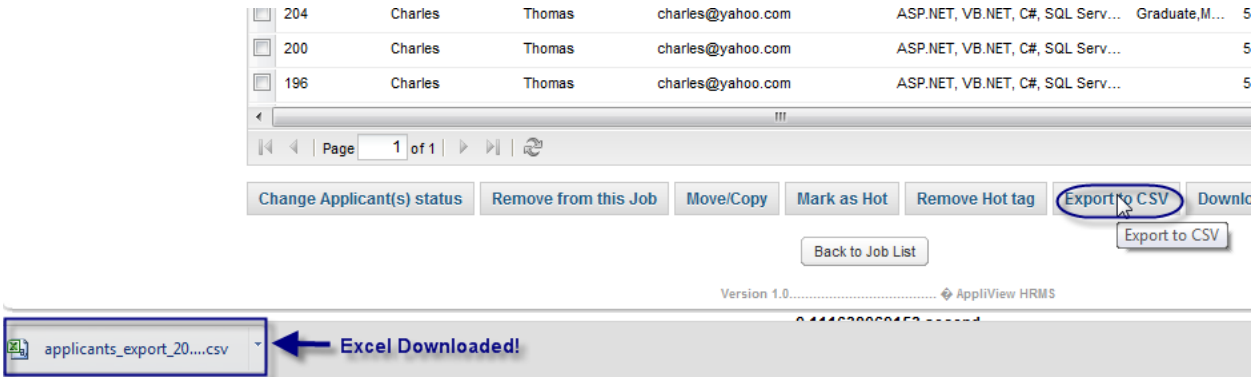
Remove Hot Tag

Selects a “hot” applicant to remove a “hot” designation.



Export to CSV

To export a current list to Excel/CSV.


204 Charles Thomas charles@yahoo.com ASP.NET, VB.NET, C#, SQL Serv... Graduate,M... 5
200 Charles Thomas charles@yahoo.com ASP.NET, VB.NET, C#, SQL Serv... 5
196 Charles Thomas charles@yahoo.com ASP.NET, VB.NET, C#, SQL Serv... 5
Page 1 of 1
Change Applicant(s) status
Remove from this Job
Move/Copy
Mark as Hot
Remove Hot tag
Export to CSV
Export to CSV
Back to Job List
Version 1.0 AppliView HRMS
applicants_export_20....csv
Excel Downloaded!

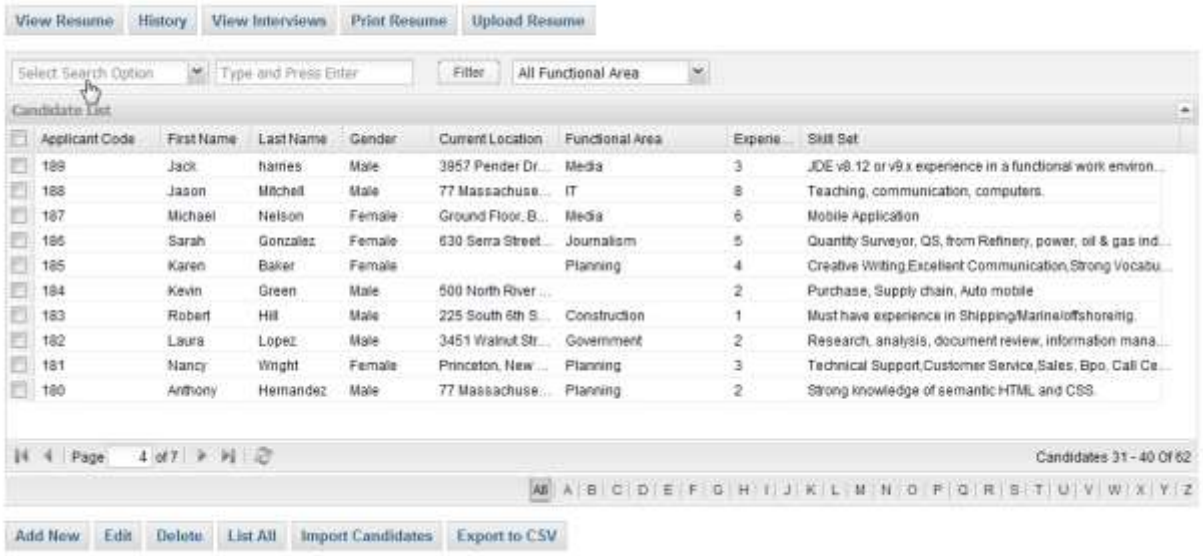
Download resumes(s) Zip

You can download the resumes of all applicants in a zip file.

Candidates

Candidates' List

A master list of the candidates database, it shows all the candidates available in AppliView.

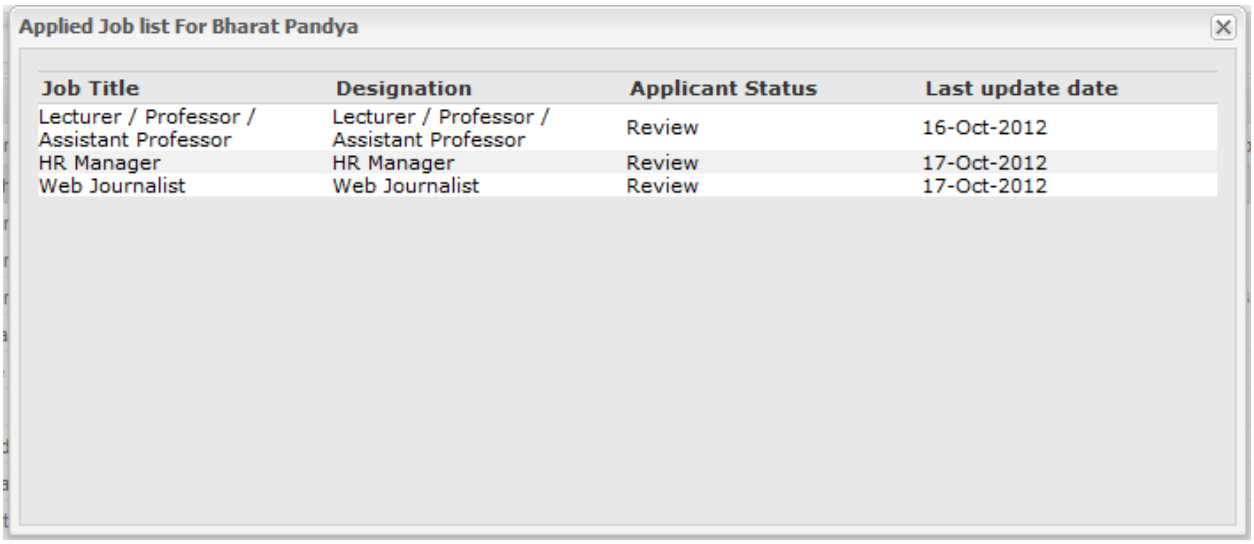

View Resume
History
View Interviews
Print Resume
Upload Resume
Select Search Option
Type and Press Enter
Filter
All Functional Area
Candidate List
Applicant Code
First Name
Last Name
Gender
Current Location
Functional Area
Experie...
Skill Set
189 Jack harnes Male 3957 Pender Dr... Media 3 JDE v8.12 or v9.x experience in a functional work environ...
188 Jason Mitchell Male 77 Massachuse... IT 8 Teaching, communication, computers
187 Michael Nelson Female Ground Floor, B... Media 6 Mobile Application
186 Sarah Gonzalez Female 630 Serra Street... Journalism 5 Quantity Surveyor, QS, from Refinery, power, oil & gas ind...
185 Karen Baker Female Planning 4 Creative Writing,Excellent Communication,Strong Vocabu...
184 Kevin Green Male 500 North River... 2 Purchase, Supply chain, Auto mobile
183 Robert Hill Male 225 South 6th S... Construction 1 Must have experience in Shipping/Marine/offshore/rig.
182 Laura Lopez Male 3451 Walnut Str... Government 2 Research, analysis, document review, information mana...
181 Nancy Wright Female Princeton, New... Planning 3 Technical Support,Customer Service,Sales, Bpo, Call Ce...
180 Anthony Hernandez Male 77 Massachuse... Planning 2 Strong knowledge of semantic HTML and CSS
Page 4 of 7
Candidates 31 - 40 Of 62
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Add New
Edit
Delete
List All
Import Candidates
Export to CSV

View Resume

Shows resume details about a selected candidate.

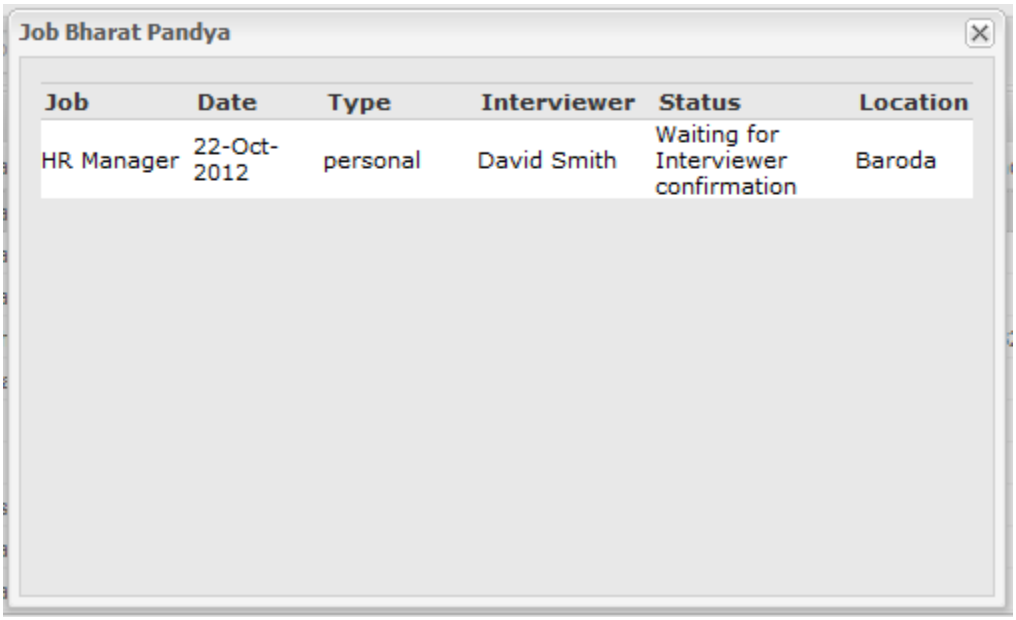
History

Shows the history of a selected candidate. Please note that it is only about the history within the AppliView system.



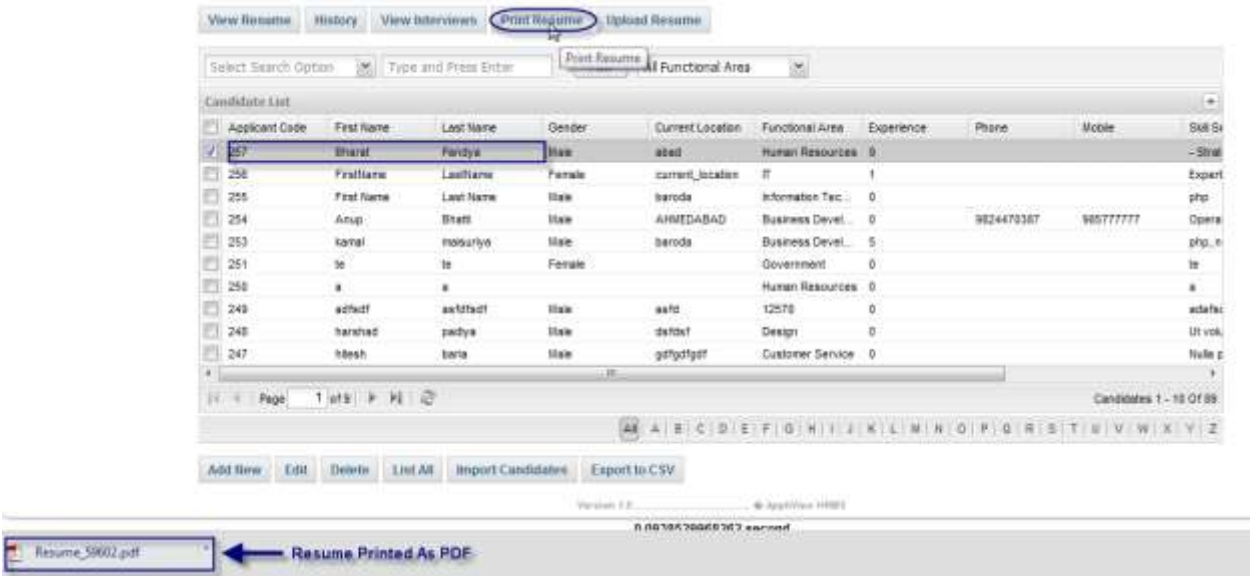
View Interviews

Shows interview list of a selected candidate.



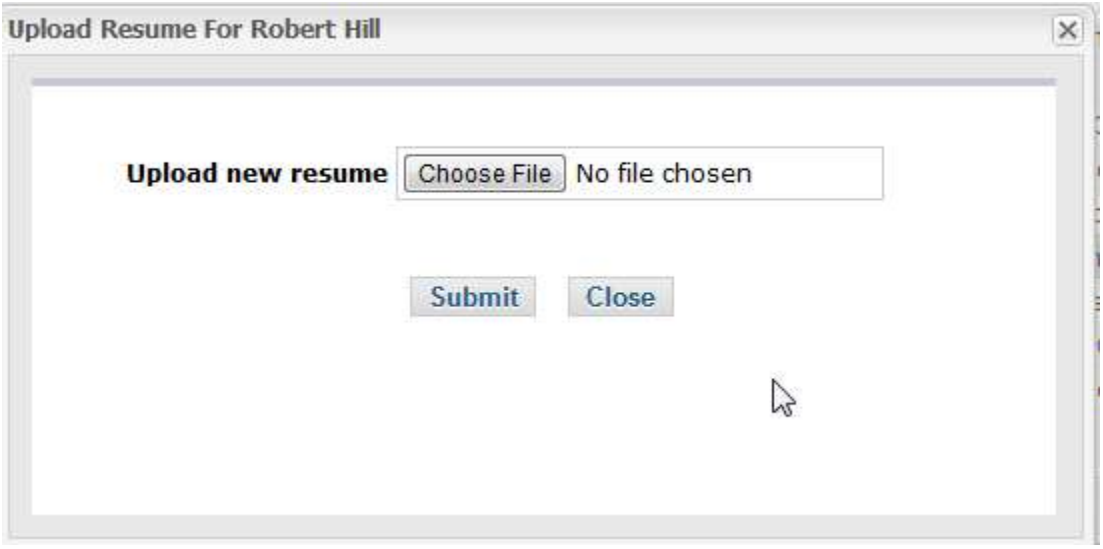
Print Resume

Exports candidate details in PDF format which you can print or email.

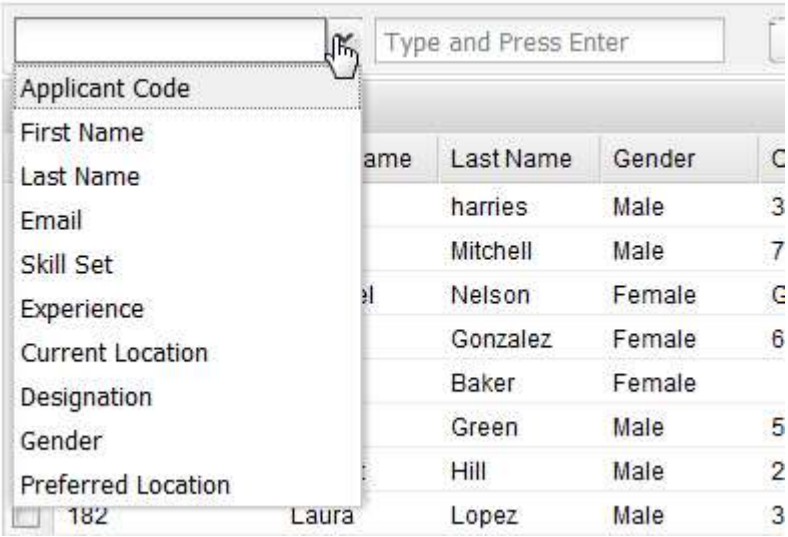


Upload Resume

Allows uploading a resume file (Microsoft Word or PDF) of a selected candidate. You can upload only one resume per candidate; if you upload a new resume, it replaces the old one.



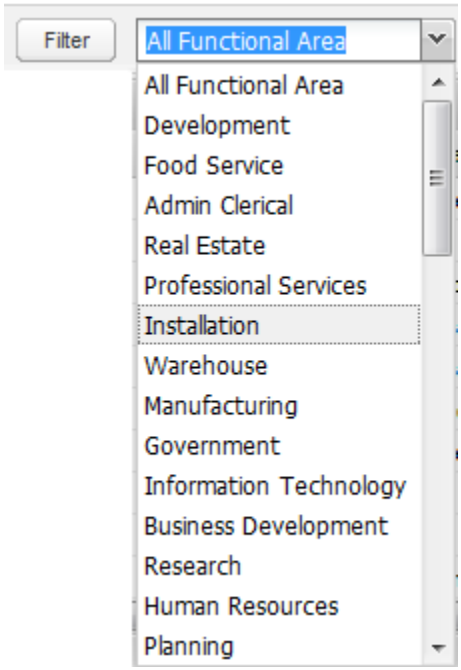
Search



With this, you can search the candidates database by different options like first name, last name, gender, email, skills, experience, current location, designation, and preferred location. Select an option from the dropdown, enter your keyword or text in the textbox and press "enter."

Filter (By Functional Area)

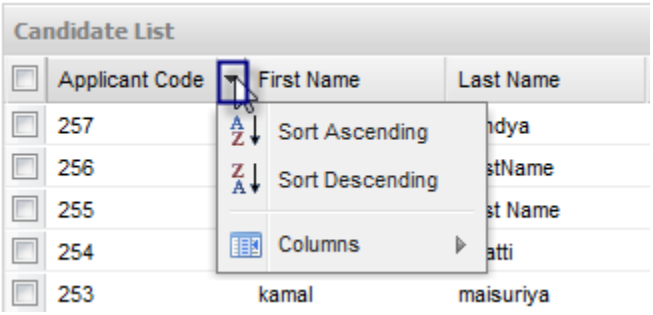
You can also filter your entire list by functional or business area, just select a functional area from the dropdown.



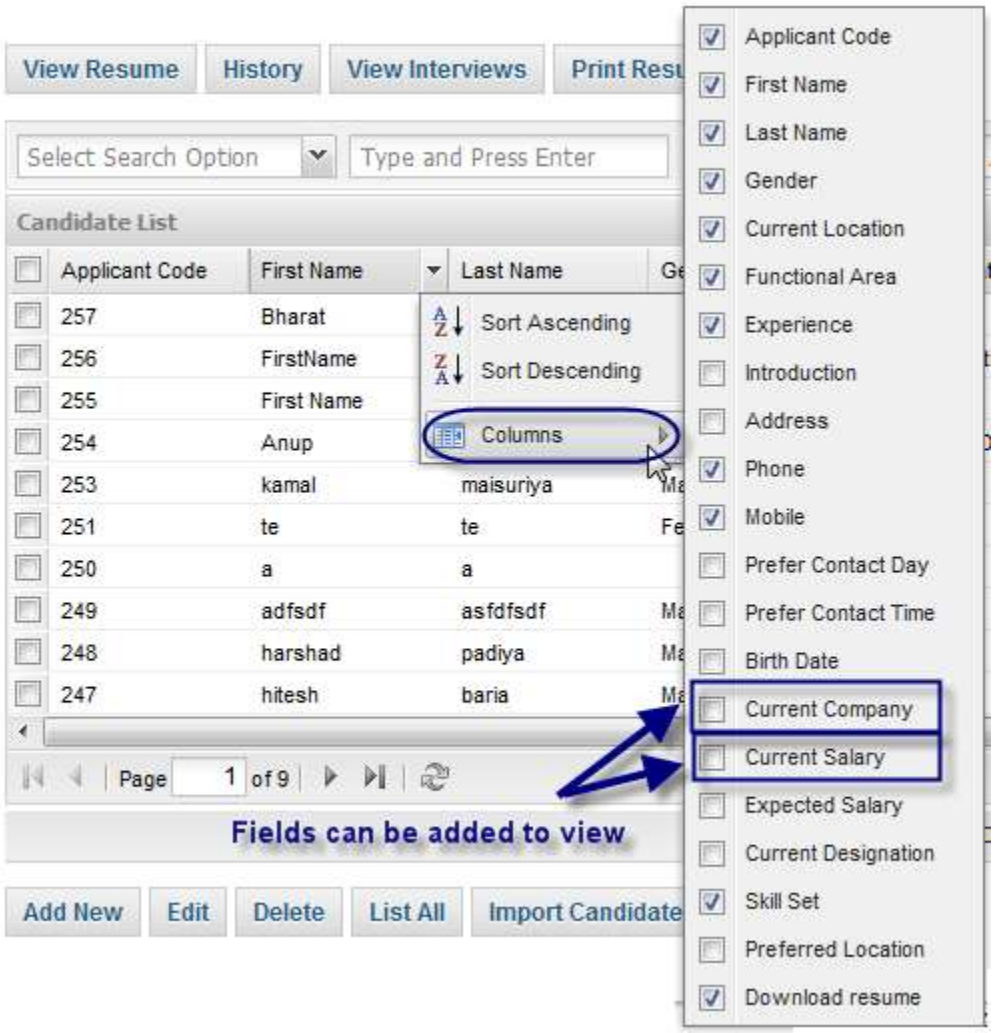
Sorting and Customize Columns

You can also sort (ascending and descending) the list and and add or remove the display column in the list. You can also change the width of the columns. Please refer to the video for a demonstration.

Sorting

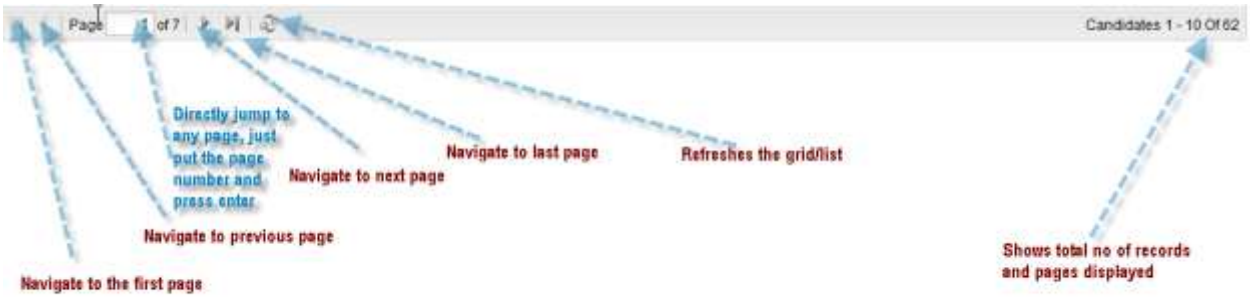


Customized Columns



Paging

Paging shows the total number of records available in the database along with a few navigation options. It shows 10 records on each page which scroll at 10 records per page. Using different options, you can navigate to the next page, last page, first page or previous page. You can also jump to any page by entering a page number.

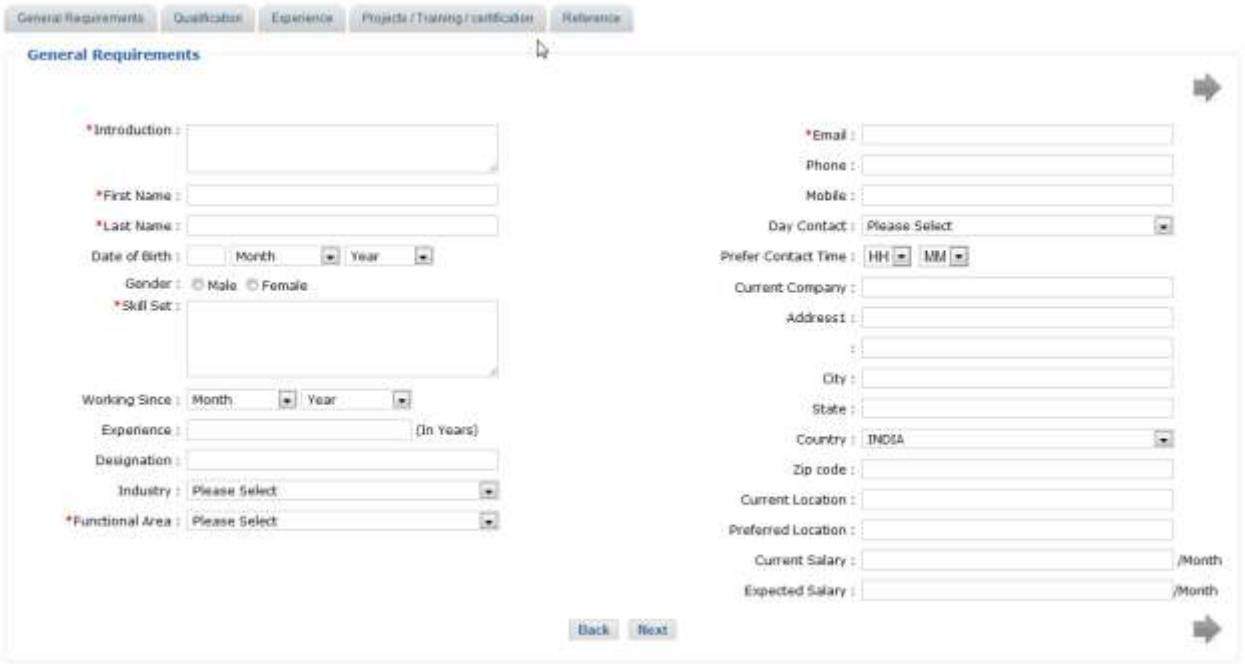

Page 1 of 7
Candidates 1 - 10 Of 62
Directly jump to any page, just put the page number and press enter
Navigate to last page
Refreshes the grid/list
Navigate to next page
Navigate to previous page
Navigate to the first page
Shows total no of records and pages displayed

List Alphabetically

For a large database of candidates you can sort alphabetically by first name.

Add New

Add a new candidate (manually) to the database. All fields marked with * are mandatory.



Introduction

Introduction or summary about the candidate.

First Name
First name of the candidate.

Last Name
Last name of the candidate.

Date of birth
Date of birth for the candidate.

Gender
Gender of a candidate.

Skill Set
The candidate's skills, separated by commas.

Working since
The year and month the candidate began working .

Experience
The candidate's years of experience.

Designation
The candidate's designation; select from the dropdown

Industry
The candidate's industry.

Functional Area
Functional or business area.

Email
Candidate's email address.

Phone
Candidate's phone number.

Mobile
Candidate's mobile cell phone number.

Day contact
Preferred day to contact candidate.

Prefer Contact Time
Preferred time to contact candidate.

Current company
Current company where candidate is employed.

Address 1
Street address of a candidate.

Address 2
Additional line for street address of a candidate, if needed.

City
Candidate's city of residence.

State
The state where the candidate resides.

Country
The candidate's country of residence.

Zip code
Zip code, postal code or PIN for a candidate

Current Location
Location of a candidate's current job.

Preferred Location
Location where a candidate would prefer to work.

Current Salary
Candidate's current wages.

Expected Salary
Candidate's expected salary.

Qualifications

Degree
The highest educational degree or certificate a candidate has achieved.

Qualification
A candidate's qualification, selected from the dropdown menu.

Institute
The name of educational institution the candidate attended.

Year of Passing
The year the candidate achieved the highest degree or certification.

Action (Delete)
To delete the qualification row.

Save and Add New
Allows you to save current qualification details entered above and add new qualification information for the same candidate.

Save and Next
If you have entered all required qualification details about the candidate, you can move to the next screen.

Experience
Additional types of experience for a candidate .

Company Name
Name of the company.

Designation
The designated position of the candidate within the company.

From (Month)
The month the candidate began employment with the company.

From Year
The year the candidate started.

To (Month)
The month the candidate ended employment with the company.

To (Year)
The year the candidate ended employment.

Job Profile
The job profile or description of a job at the company.

Add Experience

You can add more types of experience by clicking “Add Experience.”

This will save current details (added on the form above) and you can add new details.

Edit or Delete Experience
You may also edit or delete an added experience by clicking the edit or delete icon under the experience list.

Projects/Training/Certification

You can add multiple details about projects, training and certification here.

Project /Training Title

The title of the project, training or certification.

Duration

The length of the project or training.

Description

Detailed description.

Add more Projects/Training/Certification

You can add multiple details by clicking on “Add Project” button; this will save current details (added on the form above) and you can add new details.

Edit or Delete Projects/Training

To edit or delete projects to training, by click the edit or delete icon under the list.

References

A resume reference is someone who can verify information provided in a resume and support the candidate’s character. Enter the following details in “References.”

First Name

The first name of your reference.

Last Name

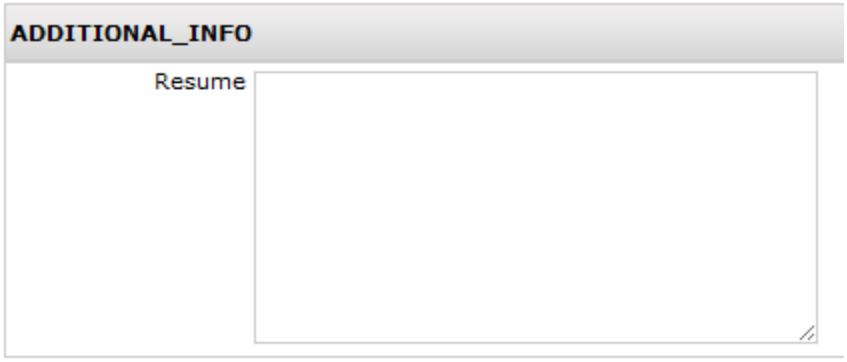
The last name or surname of your reference.

Email
The reference's email address.

Phone
The reference's phone number.

Additional Info

Resume
Paste your text resume here.

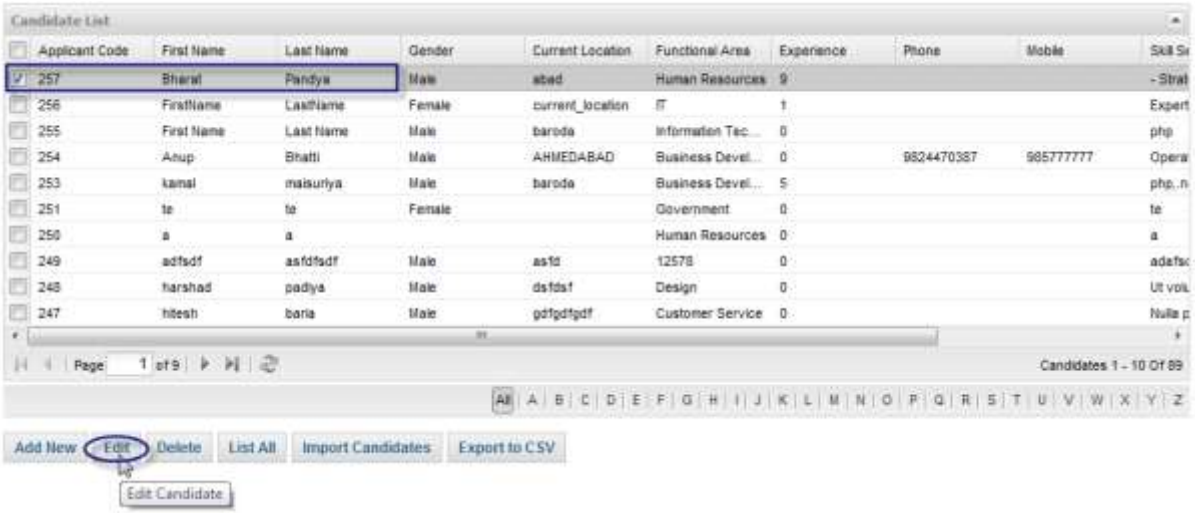


Previous
This will take you to the previous screen of candidate details you are adding or editing.

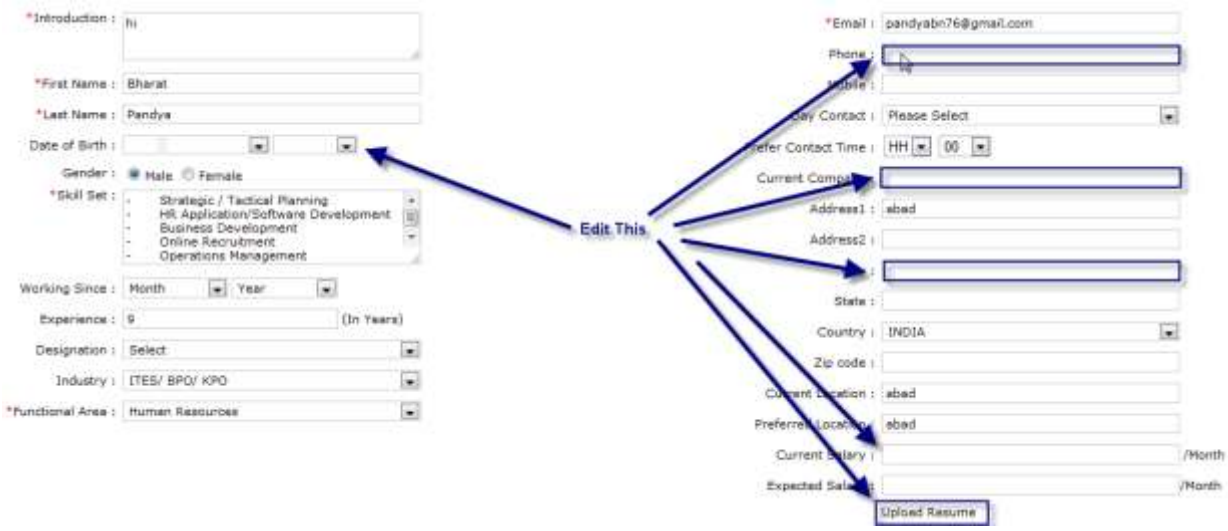
Update
Your new candidate is created and you are sent back to the list screen.

Back
You are directed to the list of candidates

Editing
To change the candidate's information, upload a resume or update a copy of the latest resume.

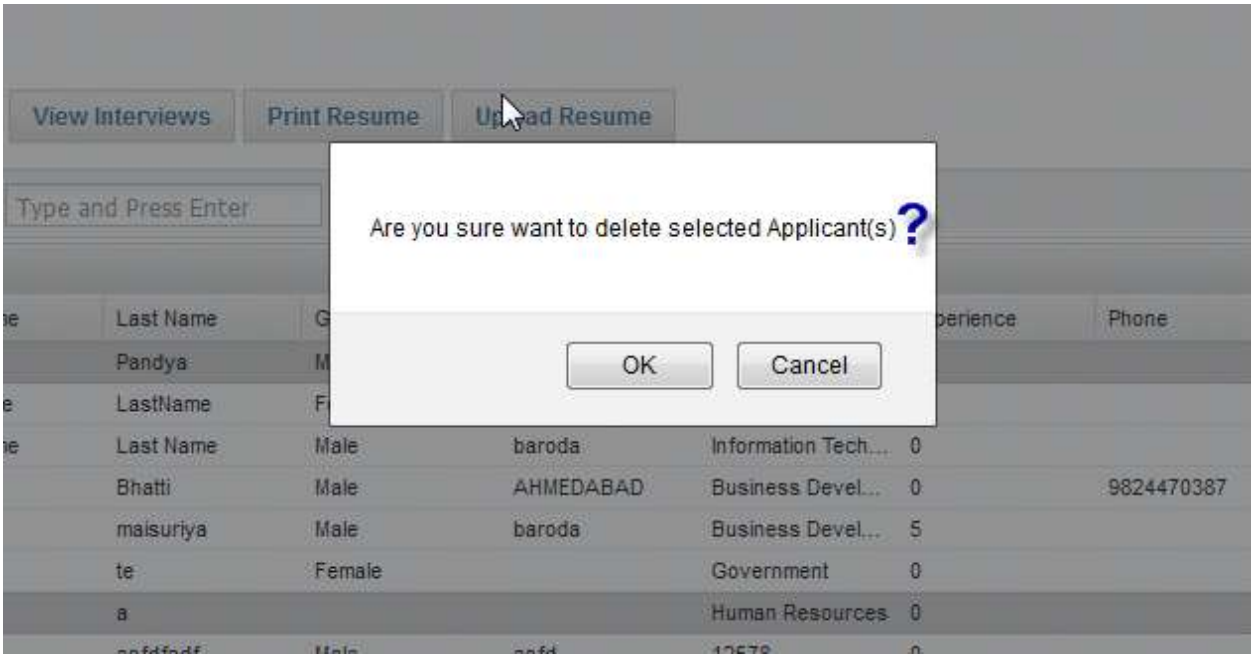

Candidate List
Applicant Code
First Name
Last Name
Gender
Current Location
Functional Area
Experience
Phone
Mobile
257 Bharat Pandya Male abad Human Resources 9
256 FirstName LastName Female current_location IT 1
255 First Name Last Name Male baroda Information Tec... 0
254 Anup Bhatti Male AHMEDABAD Business Devel... 0 9824470387 985777777
253 kainal maisuriya Male baroda Business Devel... 5
251 te te Female Government 0
250 a a Human Resources 0
249 adfsdf asfdfsdf Male asfd 12578 0
248 harshad padiya Male dsfdsf Design 0
247 hitesh baria Male gdfgdfgdf Customer Service 0
Page 1 of 9
Candidates 1 - 10 Of 89
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Add New
Edit
Delete
List All
Import Candidates
Export to CSV
Edit Candidate

Edit information or upload a new resume or you can do both!



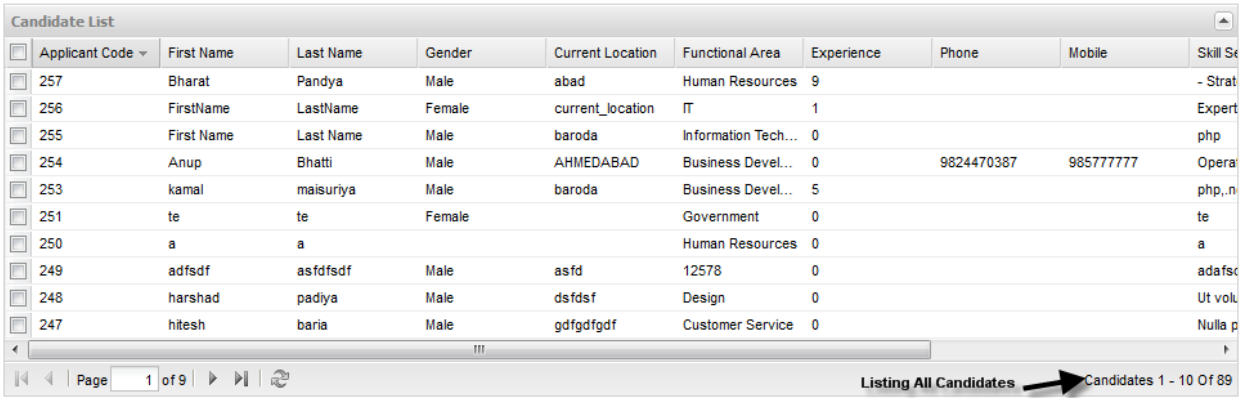
Delete

This action will delete a candidate from the database.



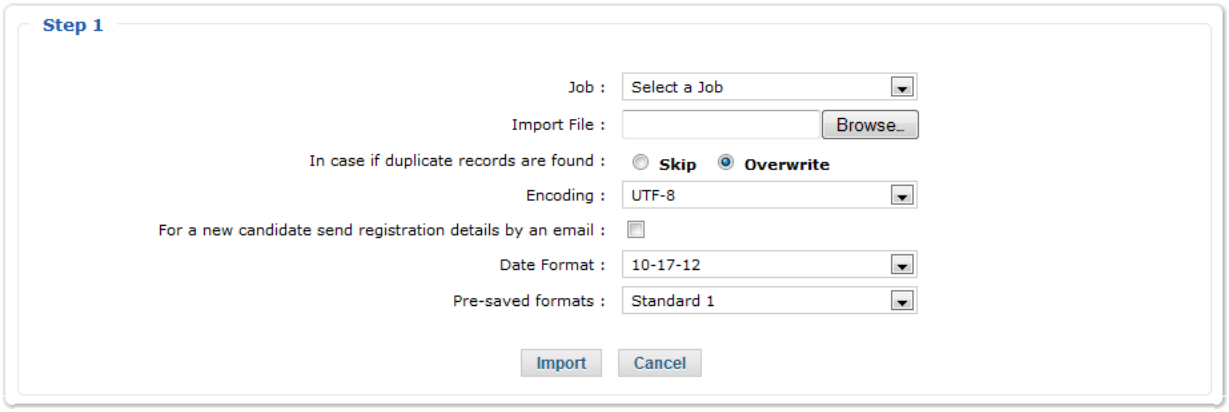
List All

Listing all candidates in the database.


Candidate List
Applicant Code
First Name
Last Name
Gender
Current Location
Functional Area
Experience
Phone
Mobile
257 Bharat Pandya Male abad Human Resources 9
256 FirstName LastName Female current_location IT 1
255 First Name Last Name Male baroda Information Tech... 0
254 Anup Bhatti Male AHMEDABAD Business Devel... 0 9824470387 985777777
253 kamal maisuriya Male baroda Business Devel... 5
251 te te Female Government 0
250 a a Human Resources 0
249 adfsdf asfdfsdf Male asfd 12578 0
248 harshad padiya Male dsfdsf Design 0
247 hitesh baria Male gdfgdfgdf Customer Service 0
Page 1 of 9
Listing All Candidates
Candidates 1 - 10 Of 89

Import Candidates

Appliview helps you to parse or import resumes in bulk from any Excel/CSV file exported from any job portal or similar source.



Job

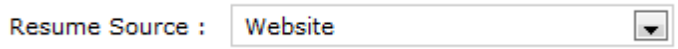
To select a job from the list.

Applicant Status

Select an applicant's "open" status.

Resume Source

Select a resume source.



Import File

To browse and select a candidate's file which you wish to import to Appliview.

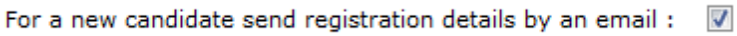
In case duplicate records are found:

Skip
To skip duplicate records.

Overwrite
To overwrite existing records.

Encoding
Keep UTF-8

To email a new candidate's registration details,
check the text box.



New users added this way are notified via email of their Appliview registration on.

Date Format
Select a date format from the list

Pre-saved formats
Please add what it is and why it is (NOT SURE WHAT THIS IS?)

Select a pre-saved format from the list

Import

Clicking on

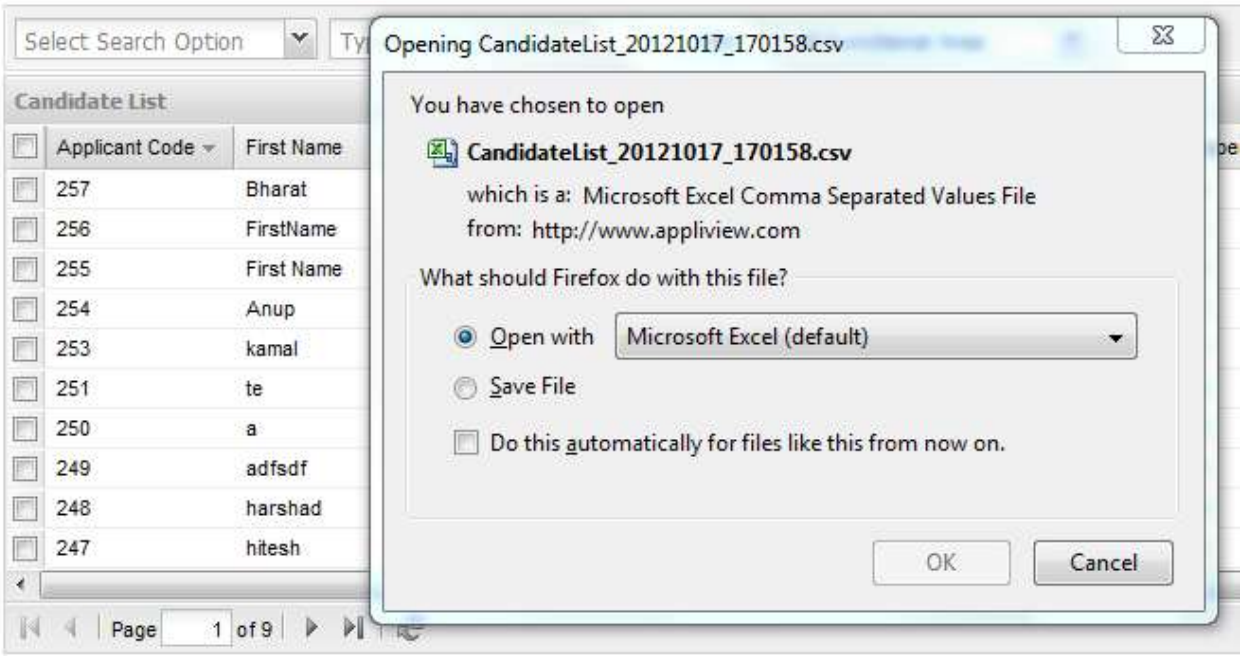
will import candidate data from an Excel/CSV file.

Cancel

Clicking on

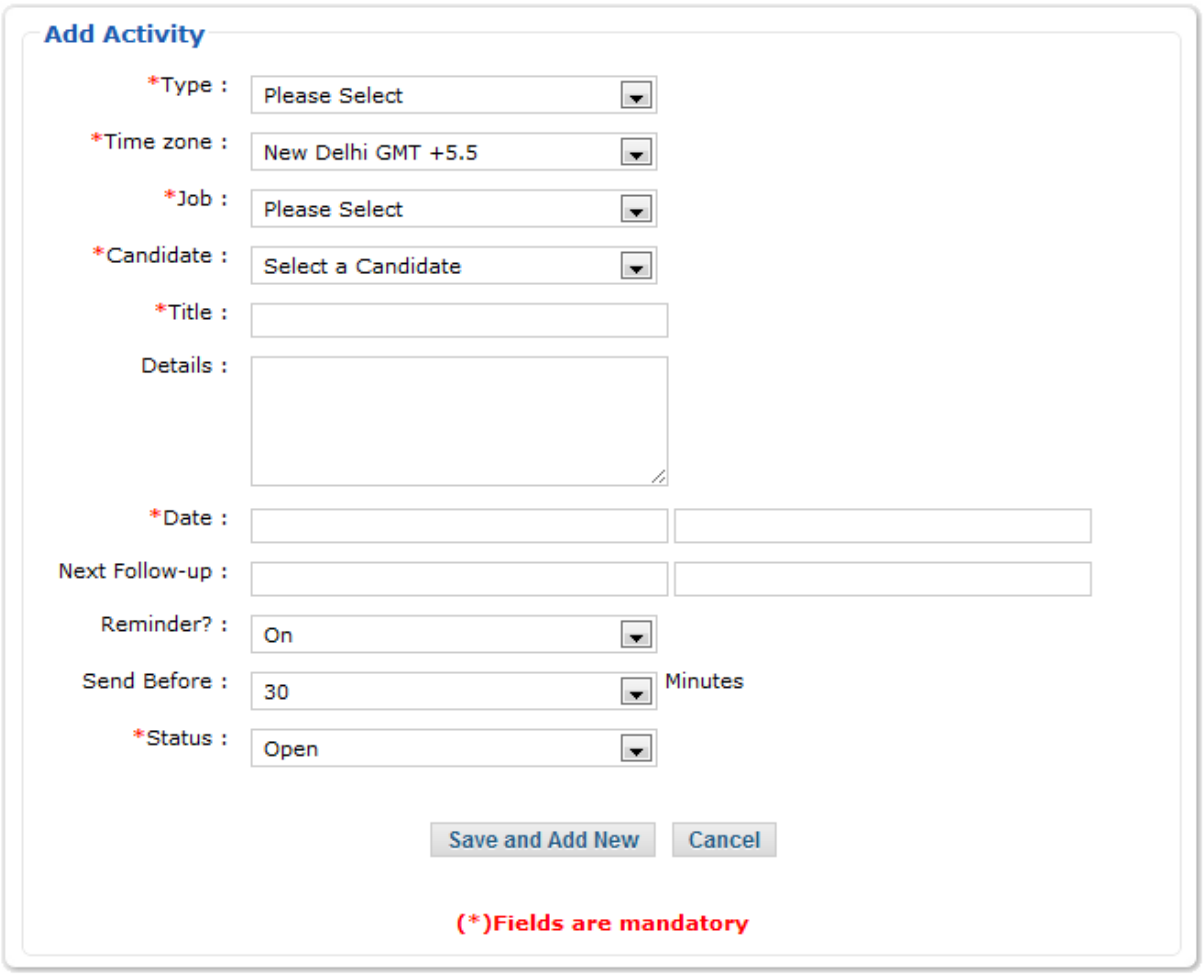
will end the importing redirect you to the list of candidates.

Export to CSV
Clicking on "Export to CSV" will give you a CSV file containing details of candidates in the database.



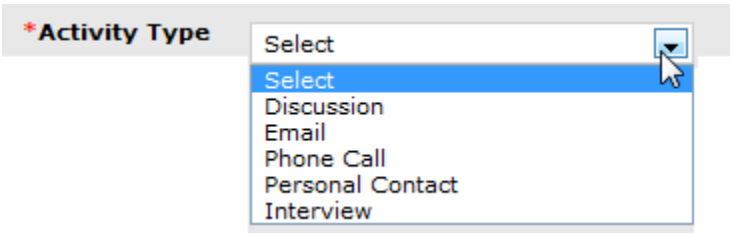
New Activity

Allows you to create a new activity for an applicant. All fields marked with * are mandatory.



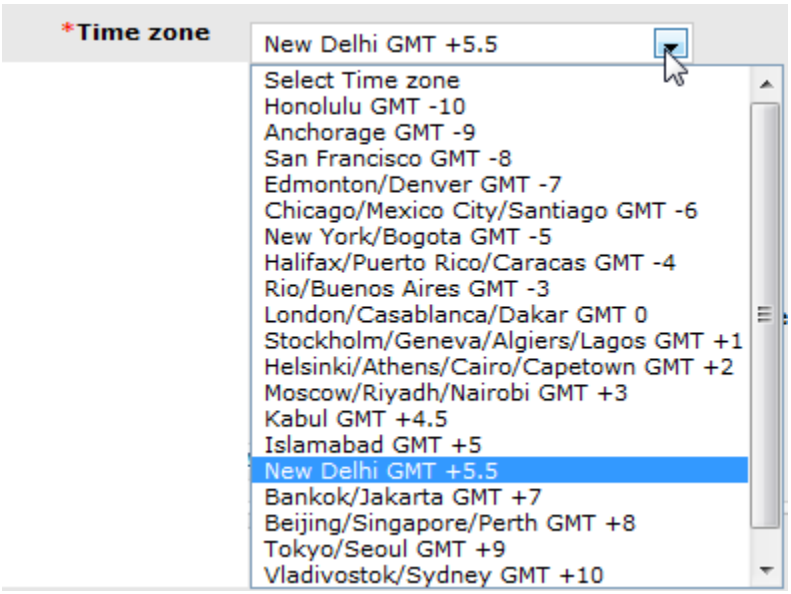
Activity Type

Phone call, email, discussion etc.



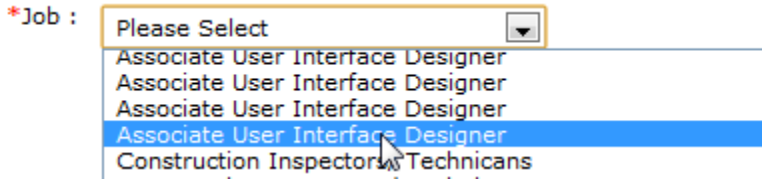
Time zone

The time zone for the activity. This will be set to your default time zone and you may not need to change it. Change this only when you are creating an event in a different time zone. For example, if you are planning to call an applicant in other time zone, you should create an event based on that applicant's time zone. AppliView also sends a reminder based on time zone setting.



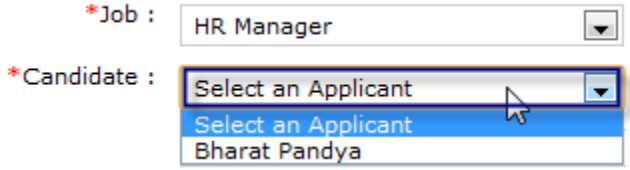
Job

Select a job.



Candidate

Select a candidate to add a new activity. Candidates shown here are for a particular job you have selected before.



Activity Title

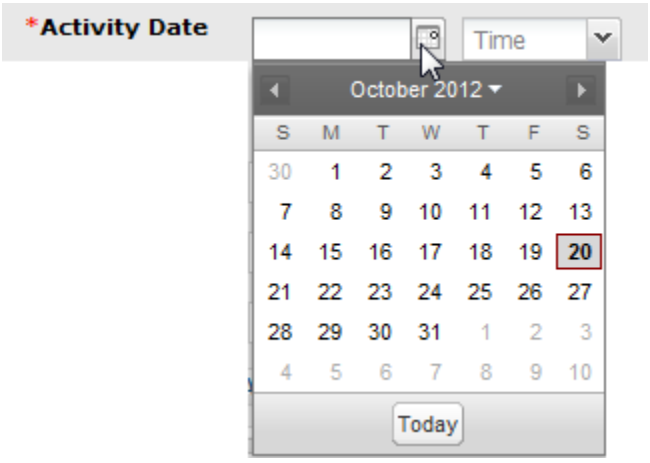
The title of the activity.

Details

Brief details about the activity.

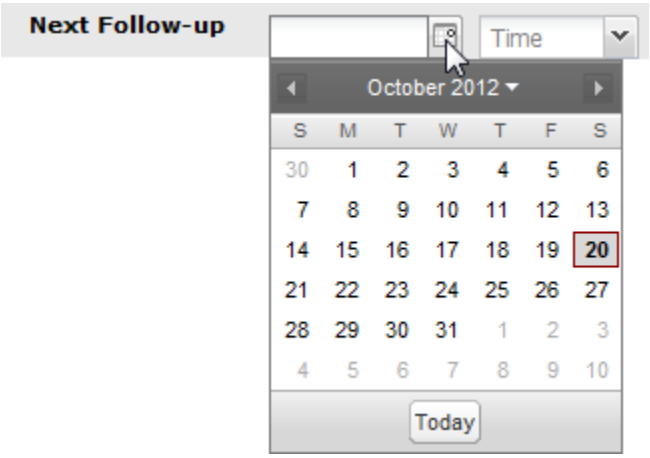
Activity Date

Date of the activity.



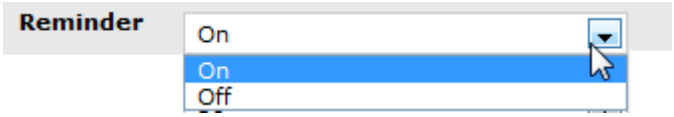
New Followup

To set a followup date for an event to get an email reminder.



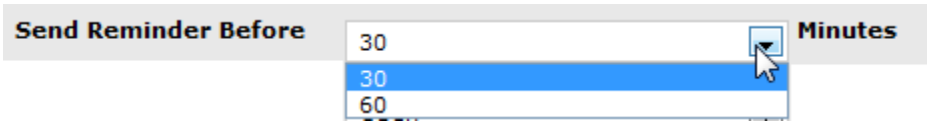
Reminder

If you want to receive an earlier reminder of this event.



Send Reminder Before

You may also specify a time for the reminder.



Status

Choose open or close.

Save & Add New

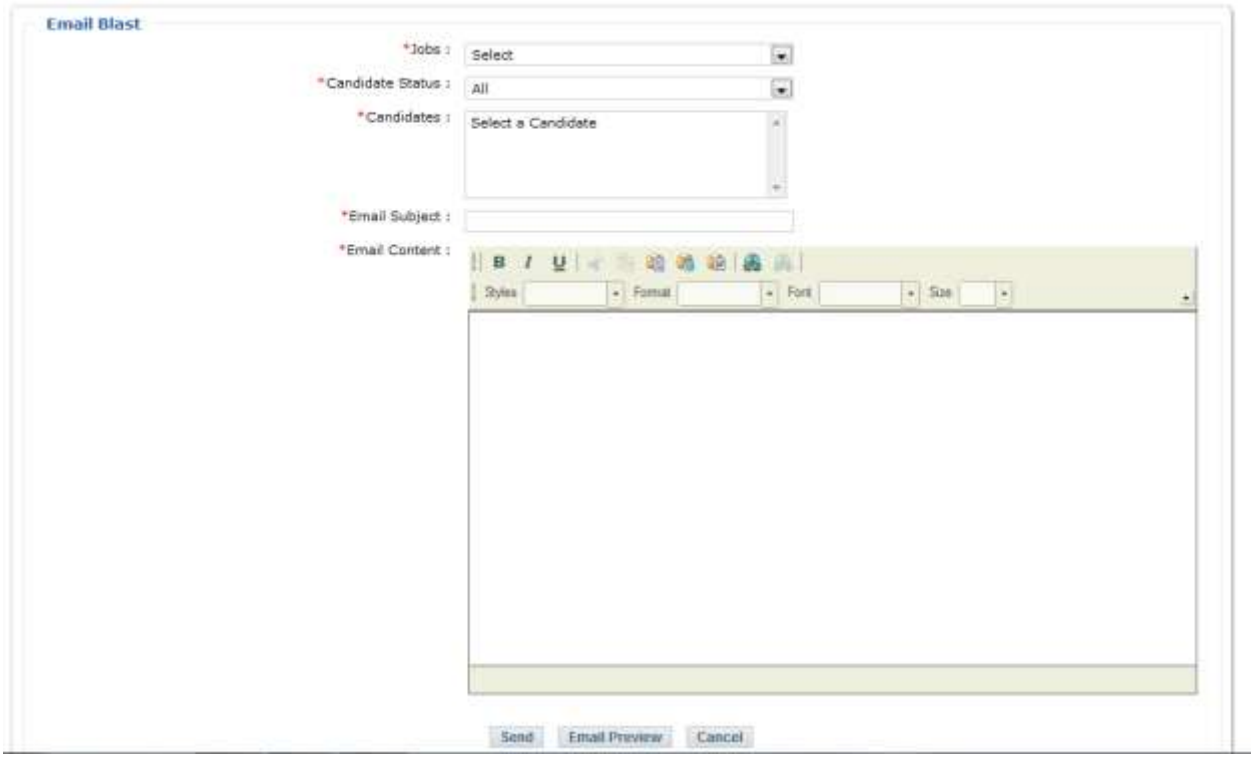
This will save a new activity and open a new window for adding more activities.

Cancel

Cancels the entire operation and sends you back to the previous list.

Bulk Email

Allows users to send a mass email to the applicants of any particular job post with an option to select a pool of applicants who are at the same stage of the recruitment cycle.

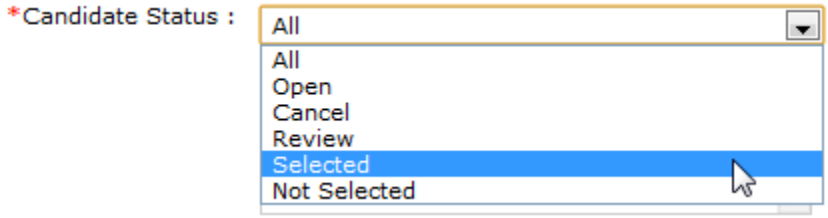


Jobs

Select a job for which you would like to send bulk emails.

Candidate Status

Select status of candidates. For example, to convey a welcome message to all applicants, choose“Selected.”



Candidates

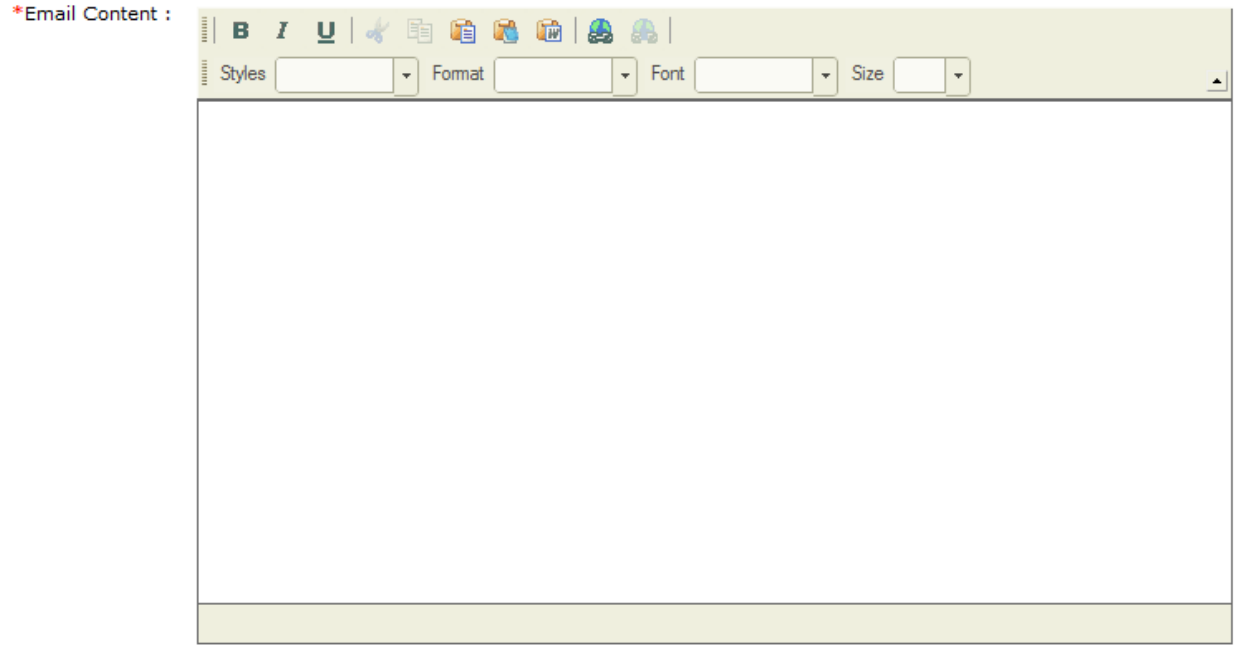
Select candidates to receive emails. You can also select “All” to send an email to all candidates listed.

Email Subject

A title to alert the recipient to the point or purpose of the message.

Email Content

Draft your email message here.



Send
Click here to send your email.

Email Preview

Cancel
Cancels the entire operation and sends you back to the previous list.

Report
All reports needed for your recruitment process. Appliview has two types of reports:

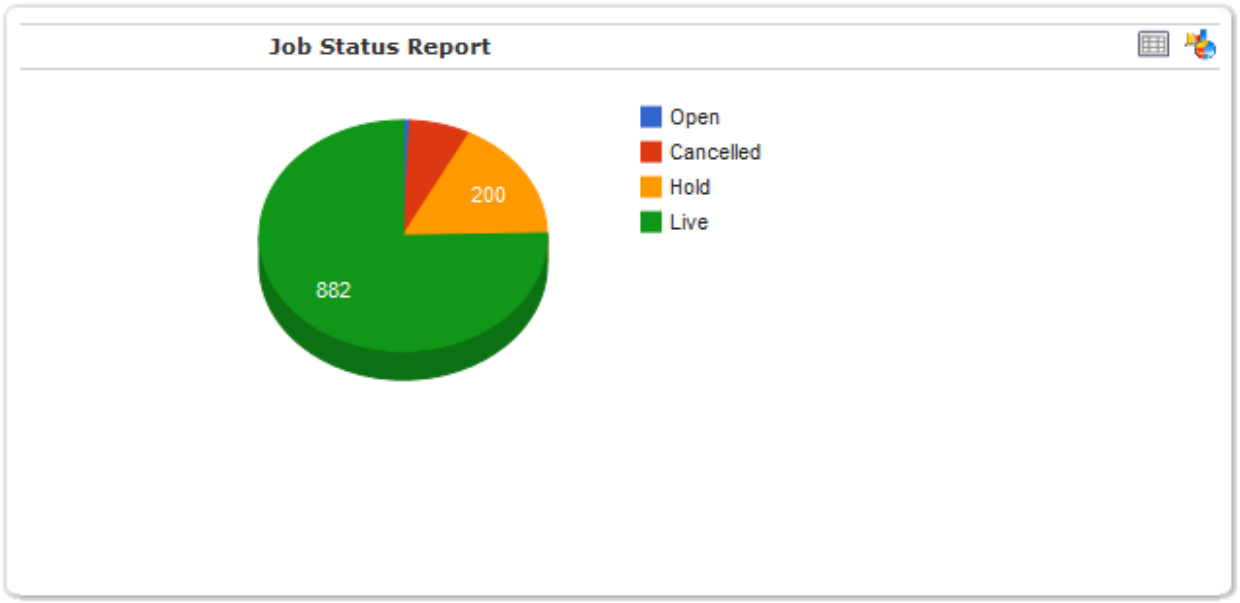
1. Graphical Reports
2. Numerical Reports

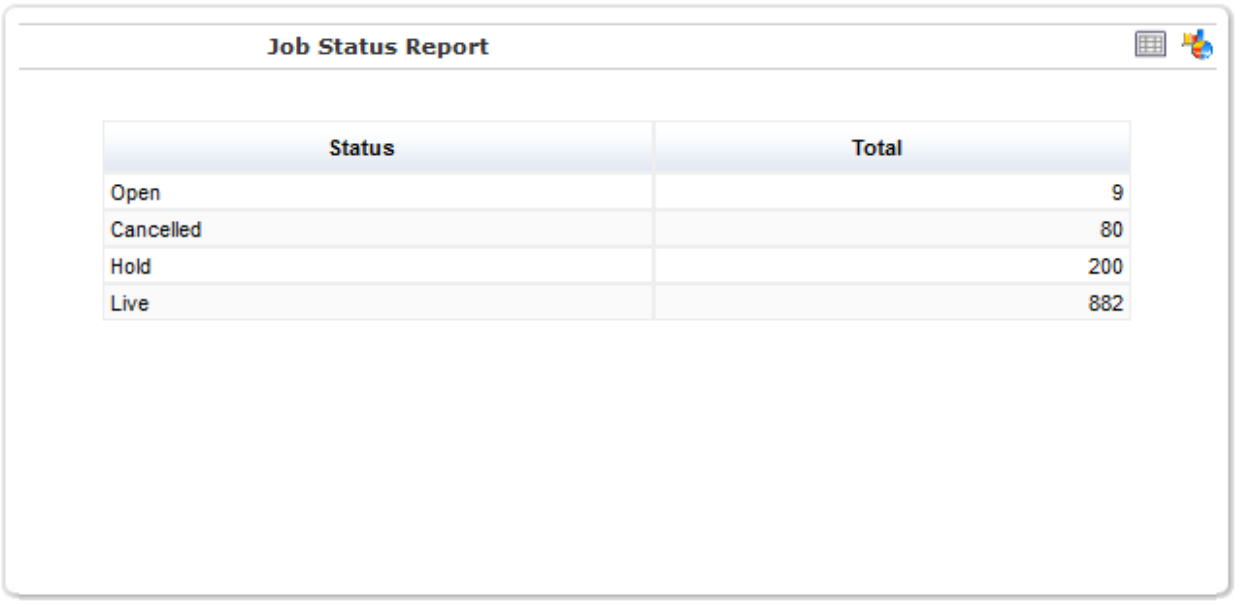
Charts

Charts represent recruitment reports in a graphical way. Reports are also available with numerical values.

Job Status Report

A report showing the number of jobs for each status.

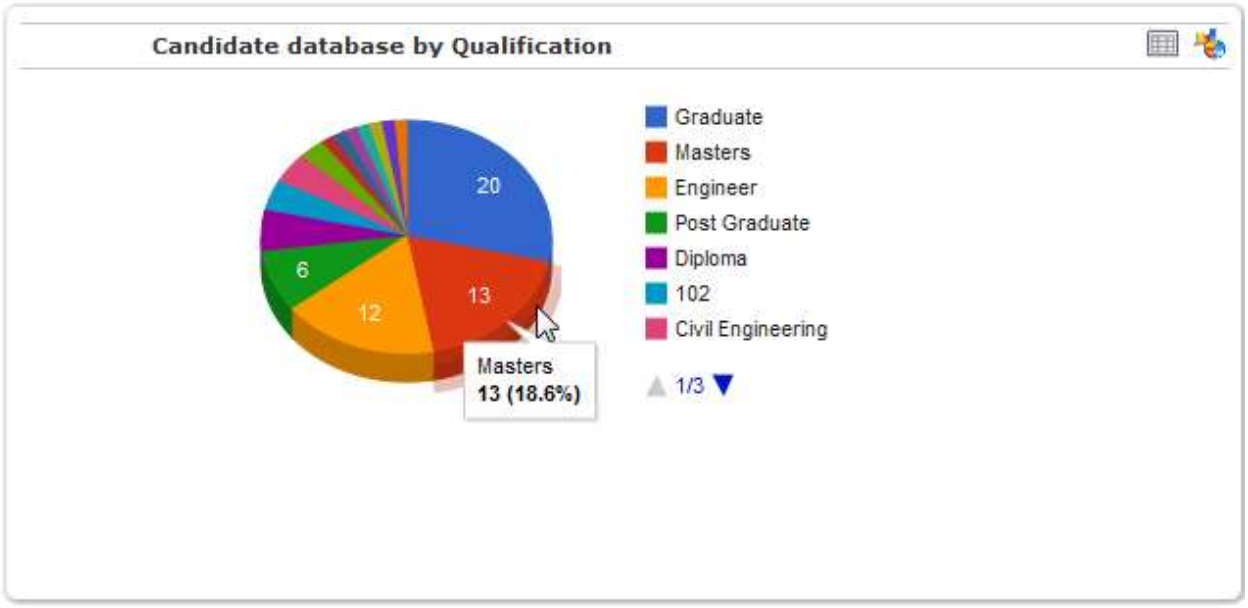


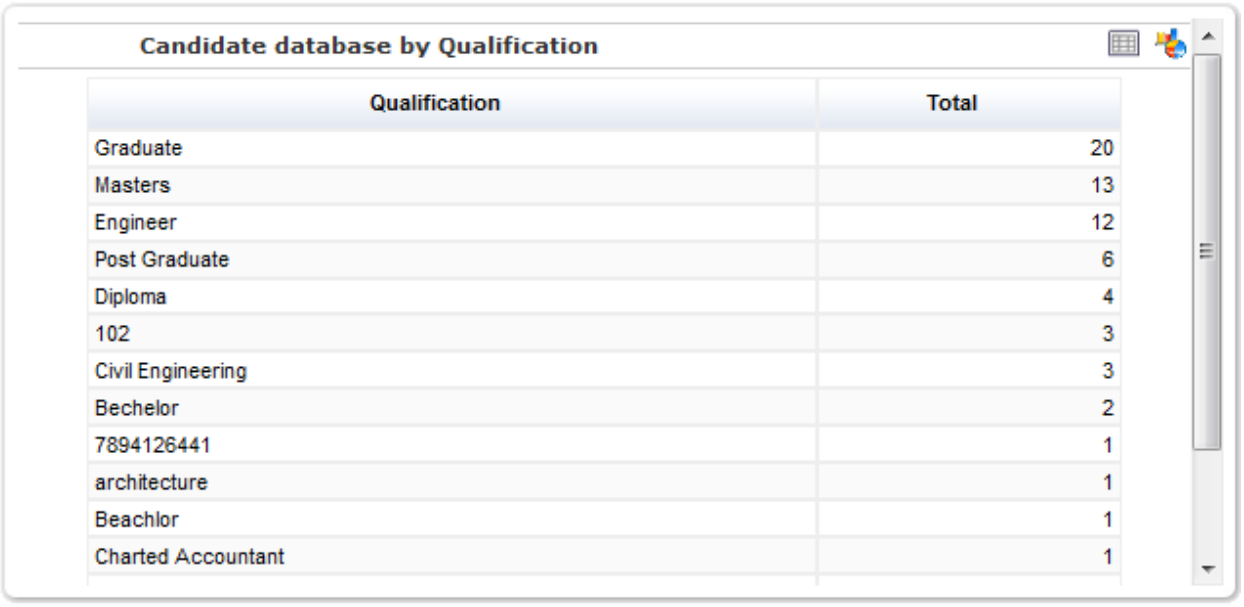


Status	Total
Open	9
Cancelled	80
Hold	200
Live	882

Candidate Database by Qualification

A report showing candidates according to their qualifications



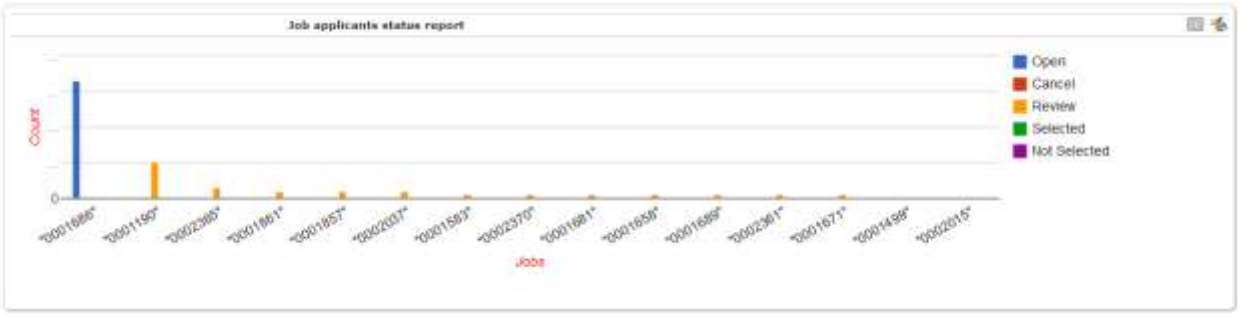


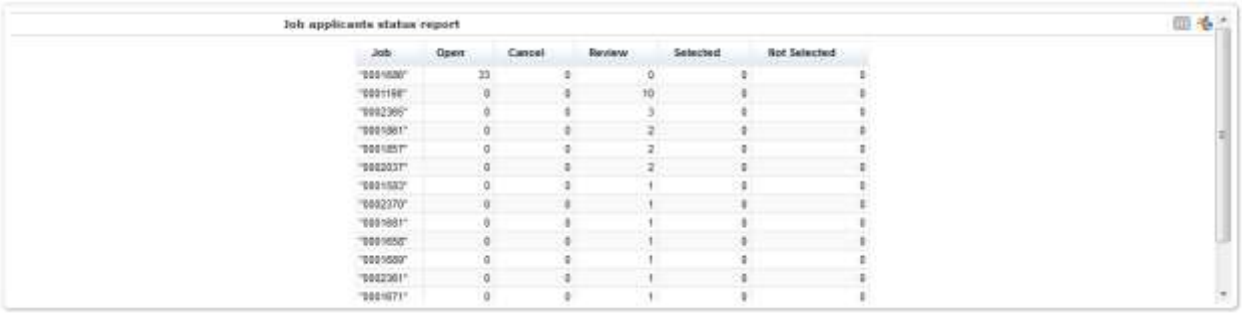
Candidate database by Qualification

Qualification	Total
Graduate	20
Masters	13
Engineer	12
Post Graduate	6
Diploma	4
102	3
Civil Engineering	3
Bechelor	2
7894126441	1
architecture	1
Beachlor	1
Charted Accountant	1

Job Applicant Status Report

This graph shows applicants according to the status of their application.



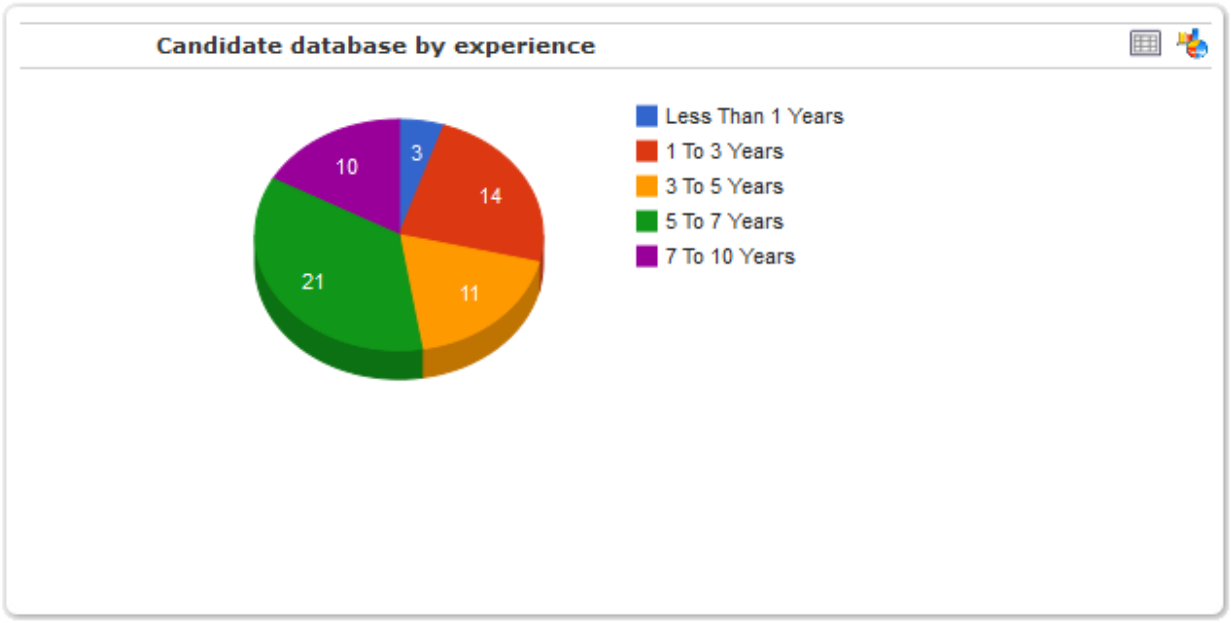


Jobs Age Report

Report showing jobs by when they were first posted on the website.

Candidate Database by Experience

A report showing candidates according to their years of experience.

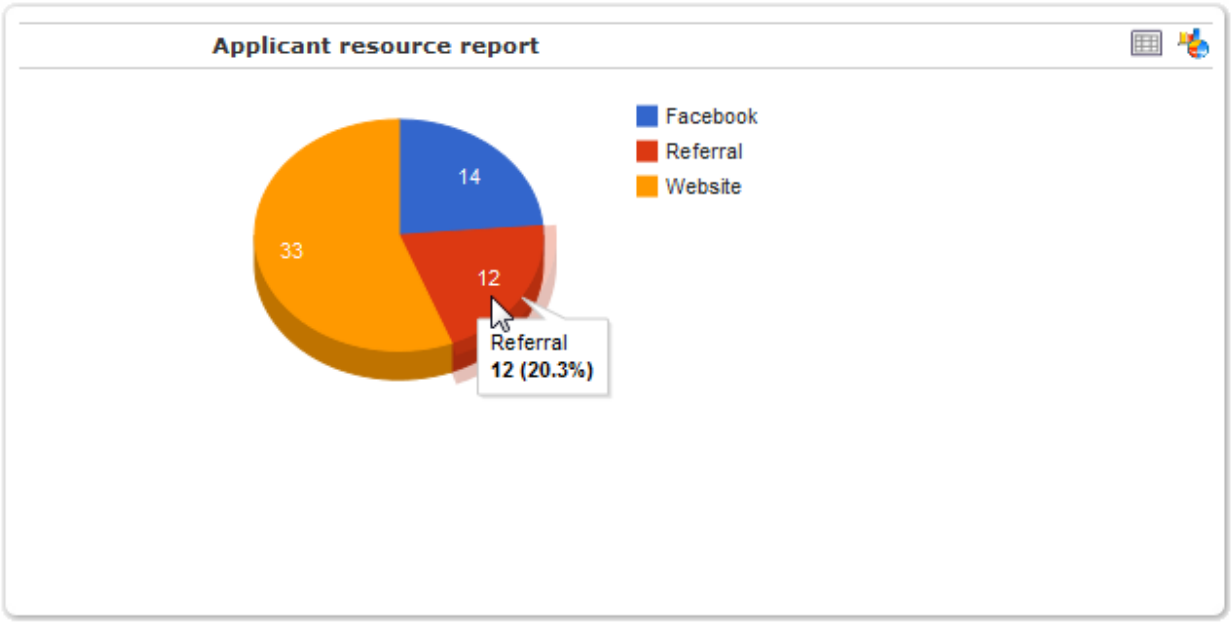


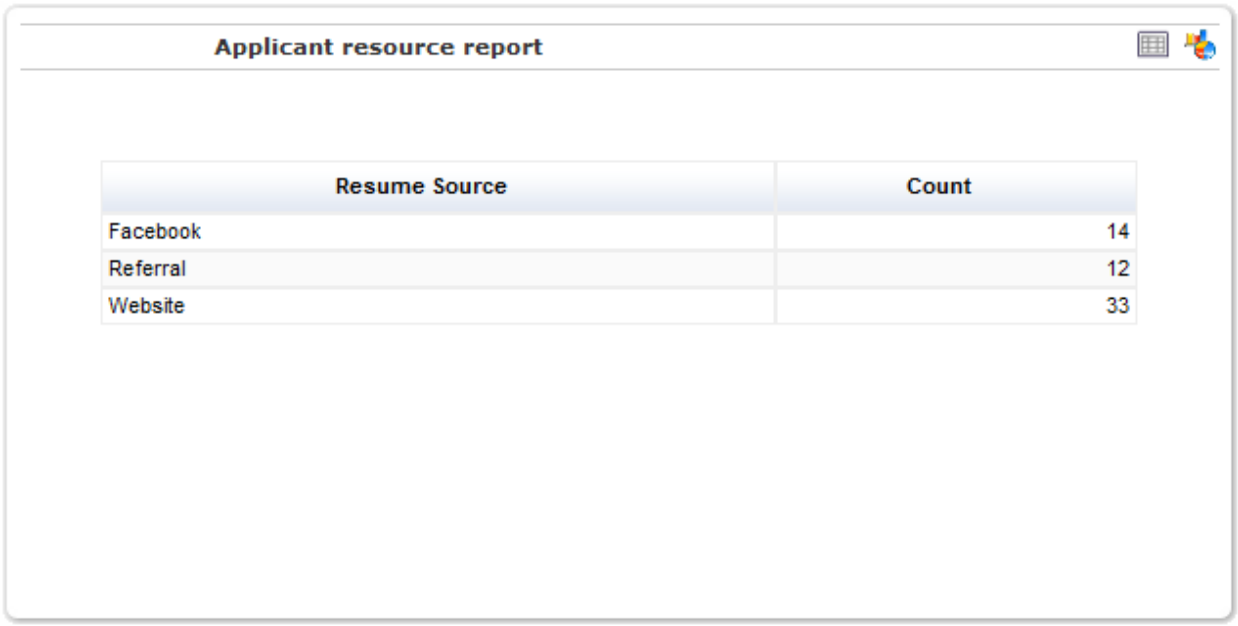
Candidate database by experience

Experience	Total Candidates
Less Than 1 Years	3
1 To 3 Years	14
3 To 5 Years	11
5 To 7 Years	21
7 To 10 Years	10
More than 10 Years	0

Applicant Resource Report

Report showing candidates grouped according to the source of their resume.

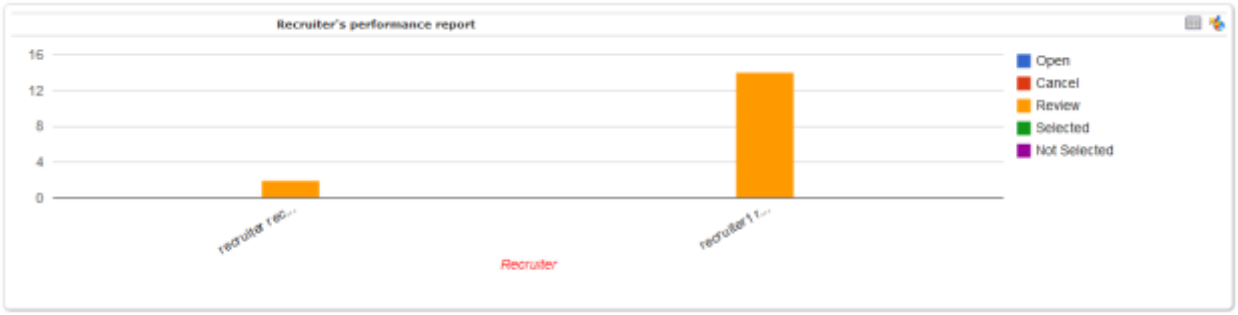




Resume Source	Count
Facebook	14
Referral	12
Website	33

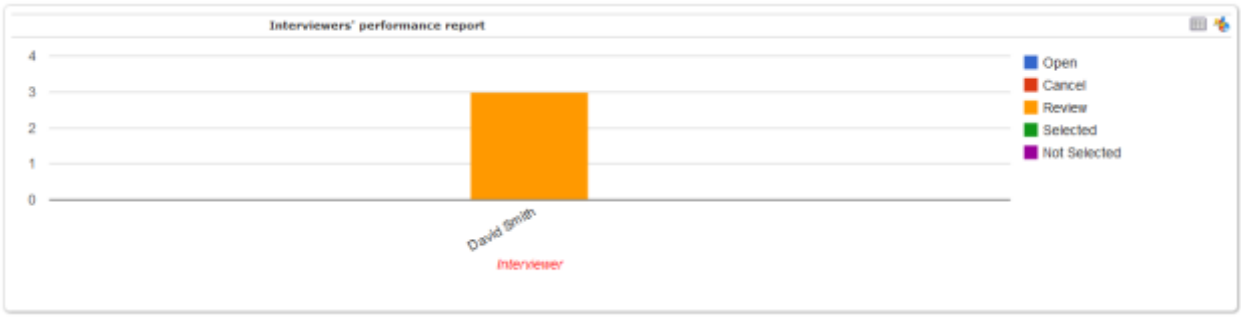
Recruiter's Performance Report

Report showing recruiters' performance based on the status of candidates in a recruitment cycle.



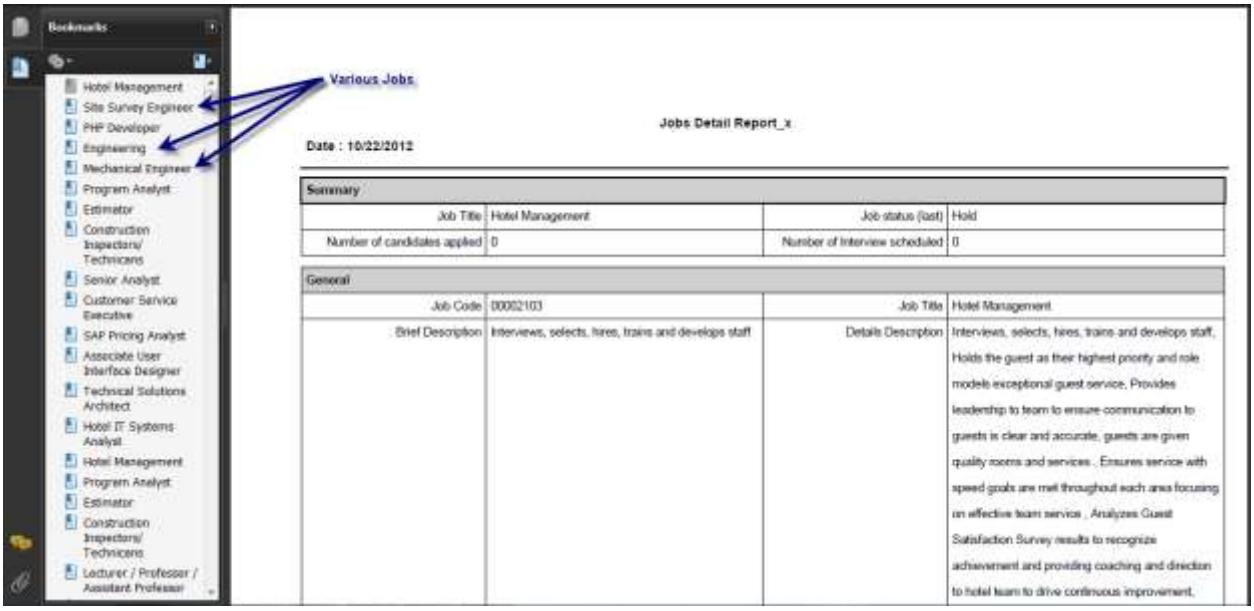
Interviewers' Performance Report

Report showing interviewers' performance based on the status of candidates in a recruitment cycle.



Job Details (PDF)

To make a PDF file that includes job details, job requirements and job status history for all jobs posted on the website.


Bookmarks
Hotel Management
Site Survey Engineer
PHP Developer
Engineering
Mechanical Engineer
Program Analyst
Estimator
Construction Inspectors/ Technicians
Senior Analyst
Customer Service Executive
SAP Pricing Analyst
Associate User Interface Designer
Technical Solutions Architect
Hotel IT Systems Analyst
Hotel Management
Program Analyst
Estimator
Construction Inspectors/ Technicians
Lecturer / Professor / Assistant Professor
Various Jobs
Jobs Detail Report_x
Date : 10/22/2012
Summary
Job Title: Hotel Management
Job status (last): Hold
Number of candidates applied: 0
Number of interview scheduled: 0
General
Job Code: 00002103
Job Title: Hotel Management
Brief Description: Interviews, selects, hires, trains and develops staff
Details Description: Interviews, selects, hires, trains and develops staff, Holds the guest as their highest priority and role models exceptional guest service, Provides leadership to team to ensure communication to guests is clear and accurate, guests are given quality rooms and services , Ensures service with speed goals are met throughout each area focusing on effective team service , Analyzes Guest Satisfaction Survey results to recognize achievement and providing coaching and direction to hotel team to drive continuous improvement,

Summary (PDF)

Activity Report

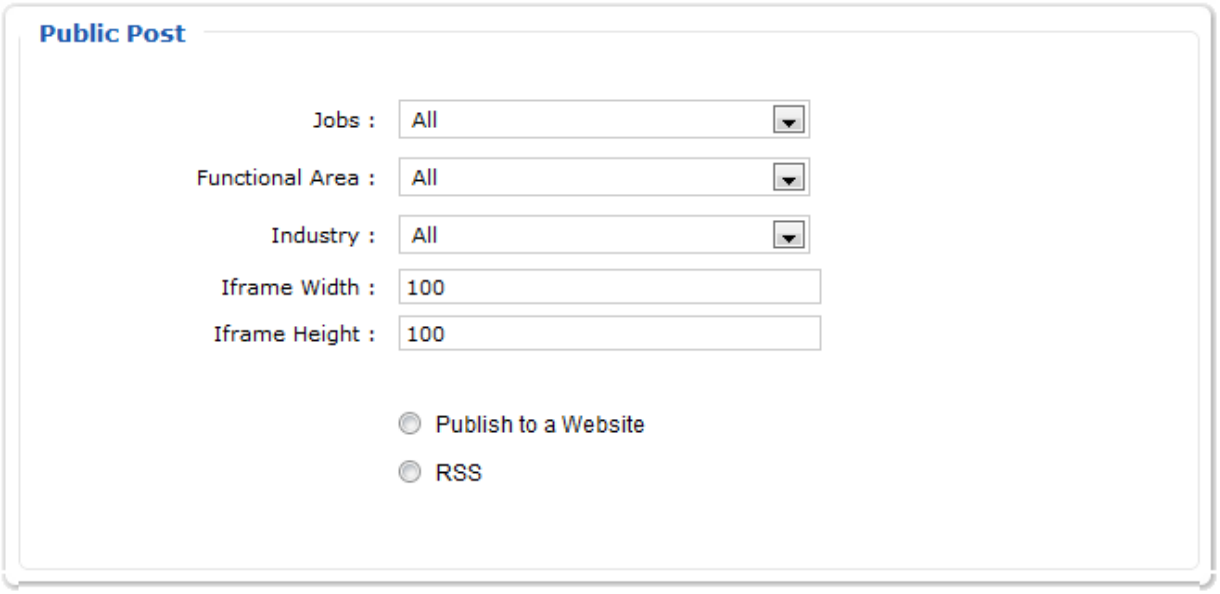
A report stating how much a user has used the application in a single day/week/month/year/to date.

It includes:

- New job postings
- New candidates
- New submissions
- New contacts

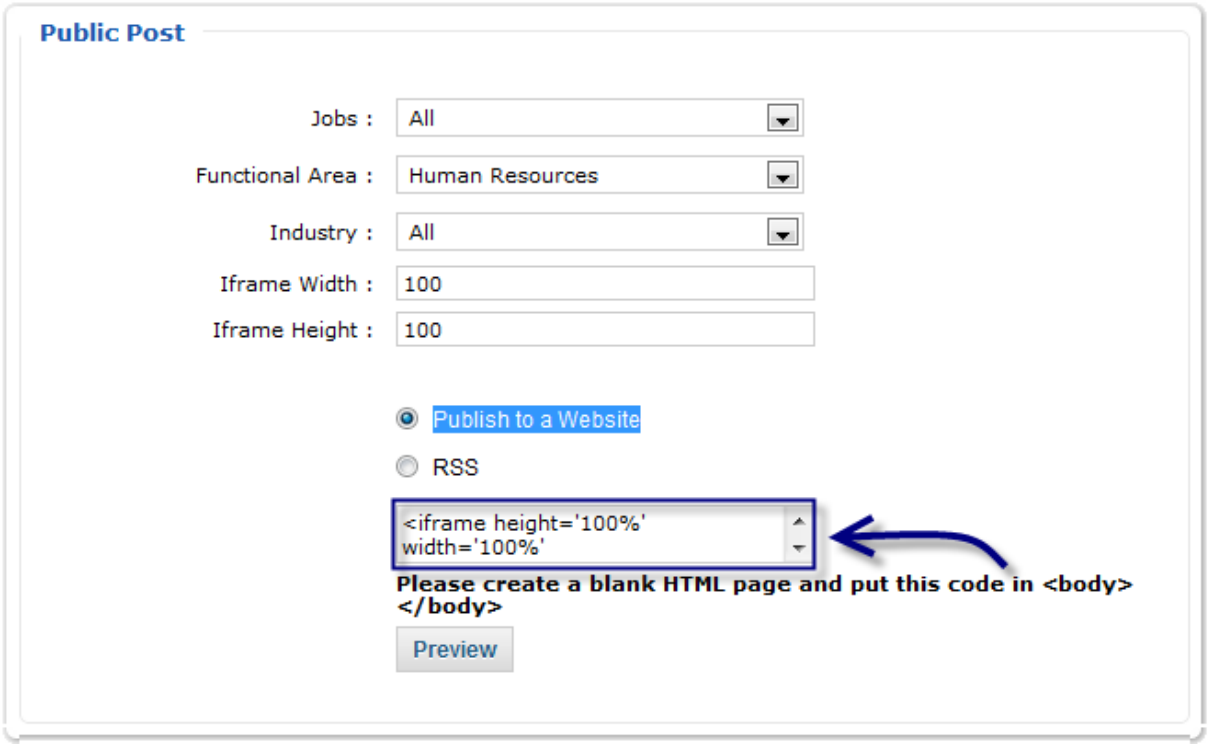
Publish

This feature allows a recruiter to publish the job to a company's website, other job sites, social media like FaceBook & Twitter and also share the job via email and RSS.



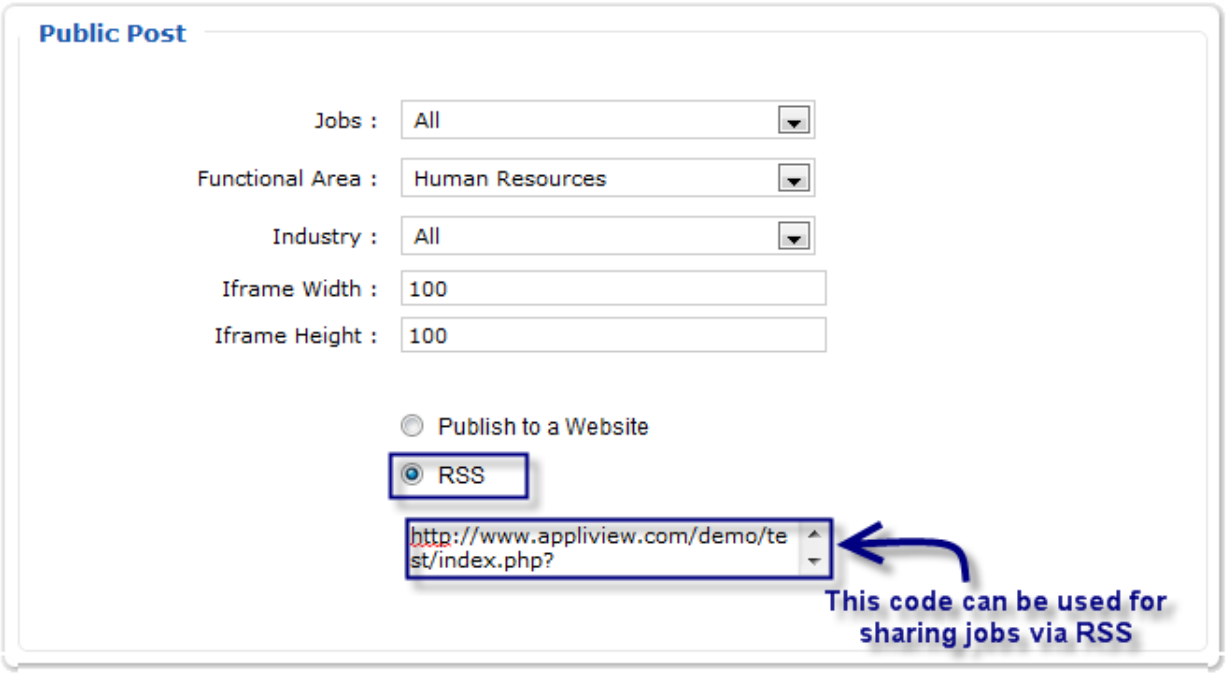
Publish to a Website

Select Jobs/Function Area/Industry to publish a job to any website, then select "publish to a website."



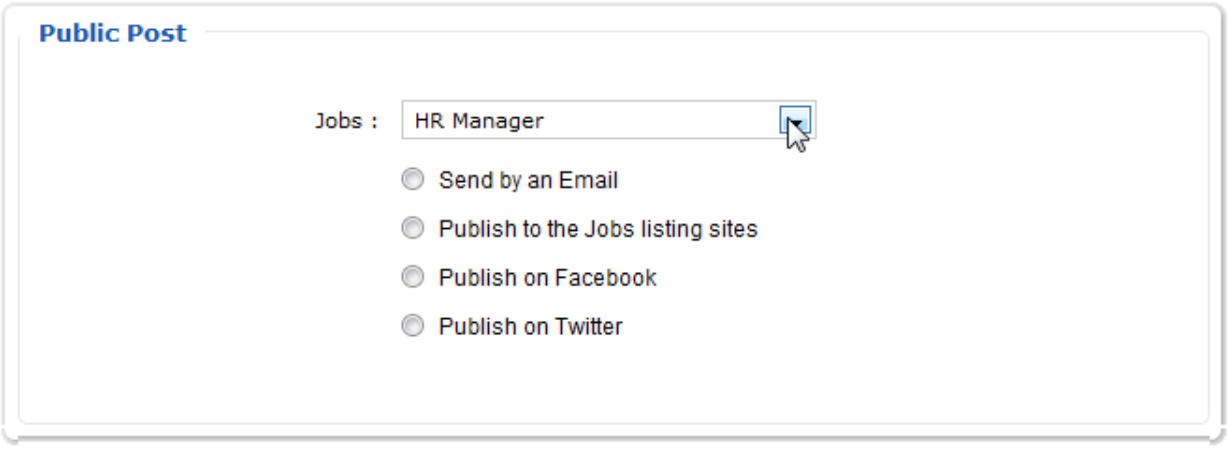
RSS

This will allow you to publish your jobs to various RSS.



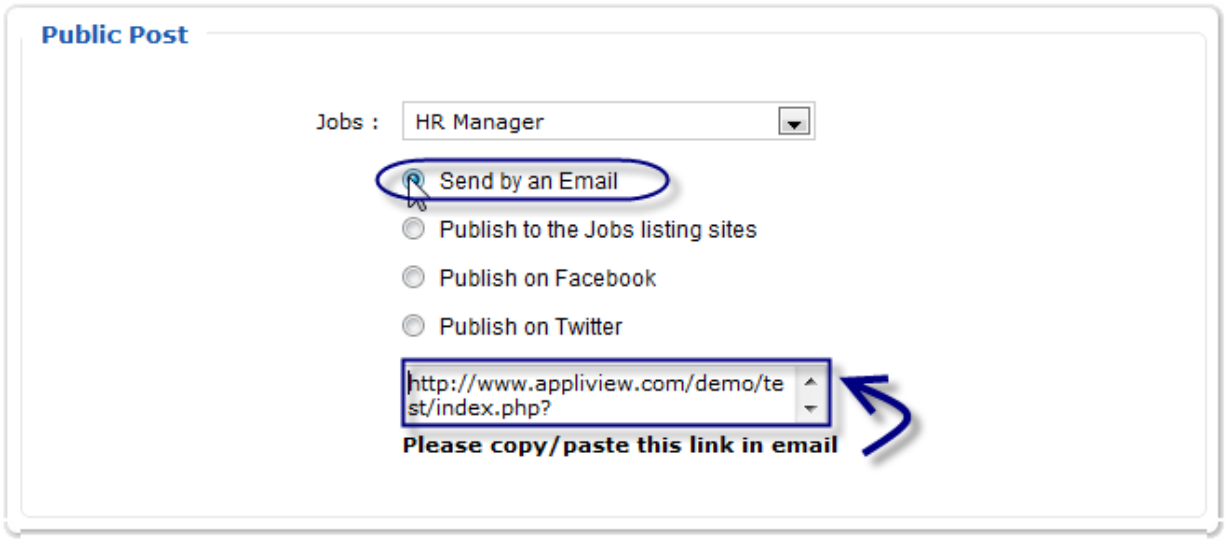
Publish a Single Job

Select a job from the list and then select how you would like to share your job.



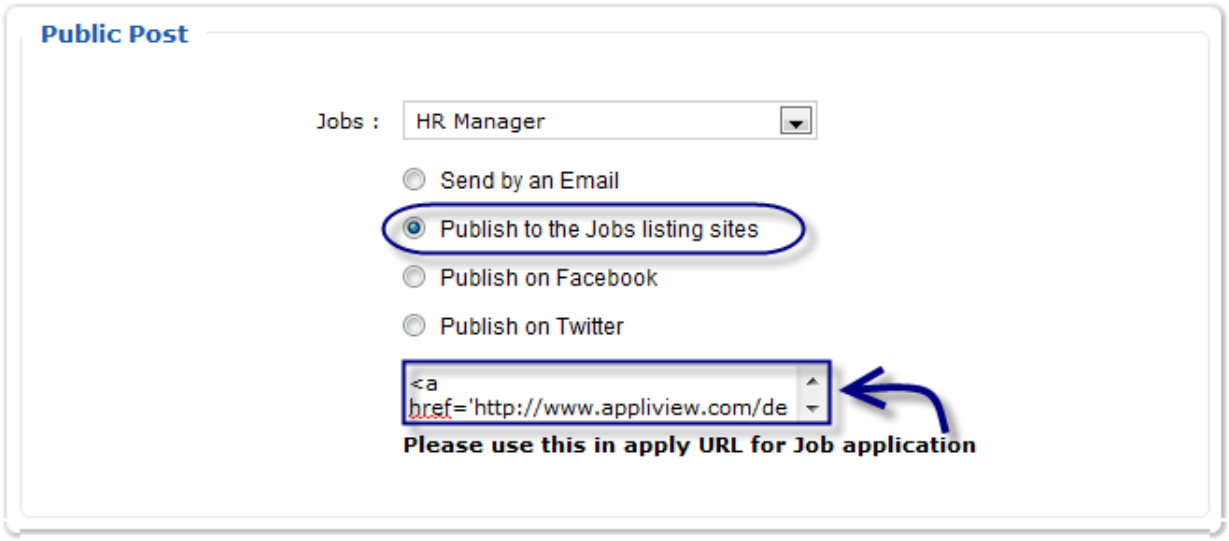
Send by an Email

When you select the option "send by an email." you will get a link to copy and paste, and send in an email.



Publish to the Jobs ListingSites

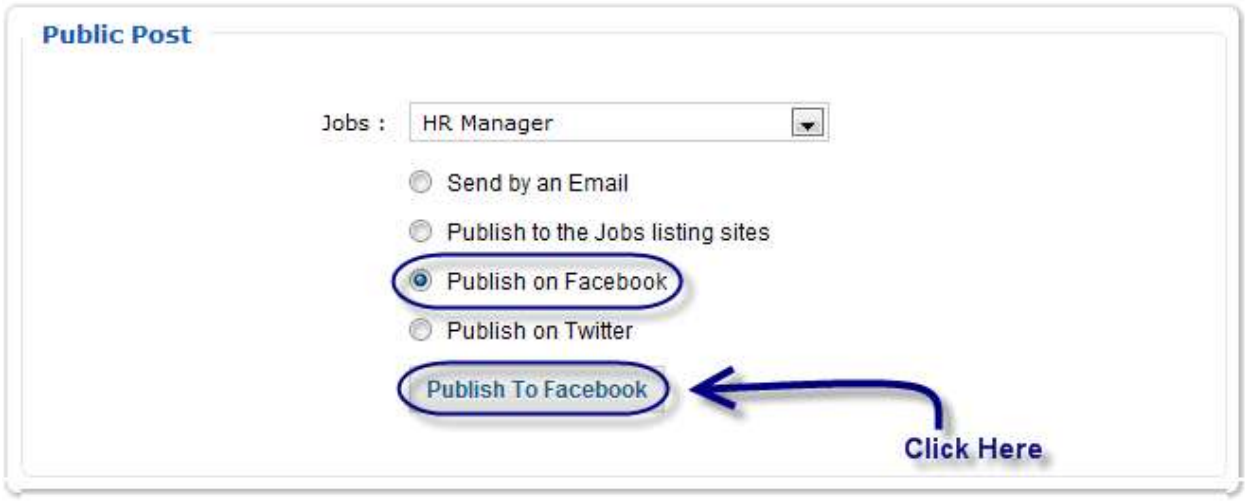
Select option "send by an email." Use the link to post the job on a website.



Publish to FaceBook (OR DOES IT SAY "ON"?)

Click on "publish to FaceBook" to add your job to this social media site.

.



Publish on Twitter

Click the button to publish on Twitter: .

Manager

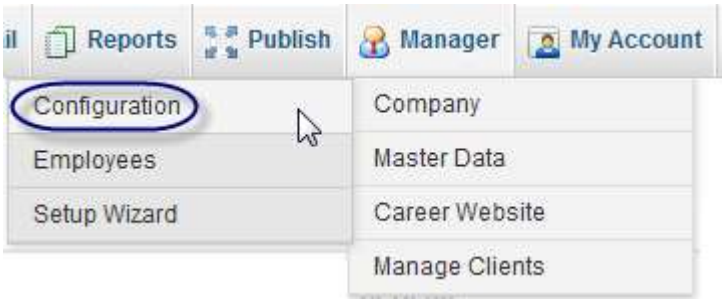
Manager is the setting by which you can set up and manage “Appliview” for your company.

Company

Configure setting for your company.

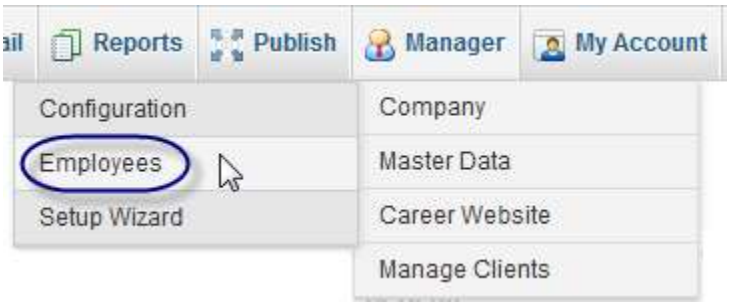
Configure

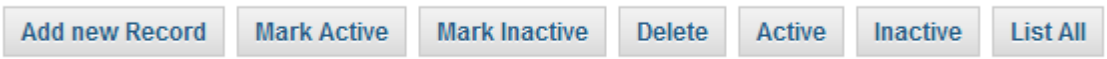
Already explained above. Please see Page 6.



Employees

This step allows you to create users who are going to use this system. You may also cancel this step and create users later from the manager menu. We, however suggest you create three users with different roles, e.g. recruiter, HR manager and interviewer. This should help you for the review and initial training.





Add New Record

Already explained above. Please see Page 6.

Mark Active

Select an Inactive record and click on “mark active” to make a user active on an application.

Mark In-Active

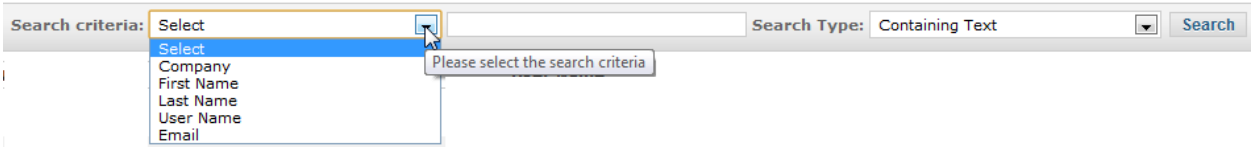
Select an Active Record and click on Mark In-Active to make a user in-active on application.

Delete

To permanently remove a user from the database.

Search

You can also search any user by first name/last name/email/user ID, etc. to edit or delete.



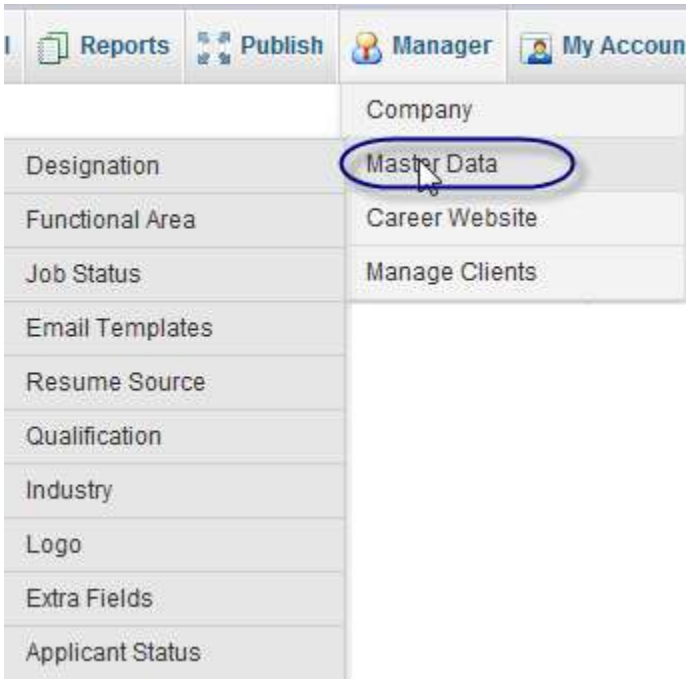
Setup Wizard

When you login for the first time, you'll see a welcome screen, which will help you to configure this application as per your business requirements. The same setup wizard is also available to administrators later on from the manager section.

Please see Page 5

Master Data

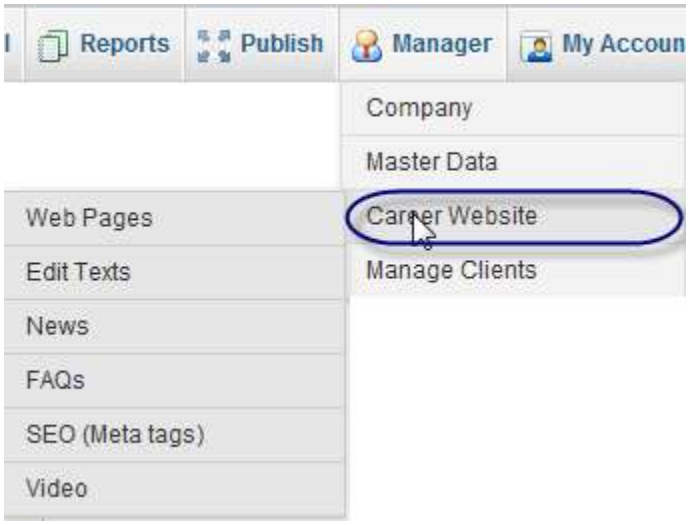
This step allows you to configure your basic master data, which will be used throughout the system. It is preconfigured with common data that you can change to fit your business requirements and terminology you use in your recruitment cycle.



Please See Page 13

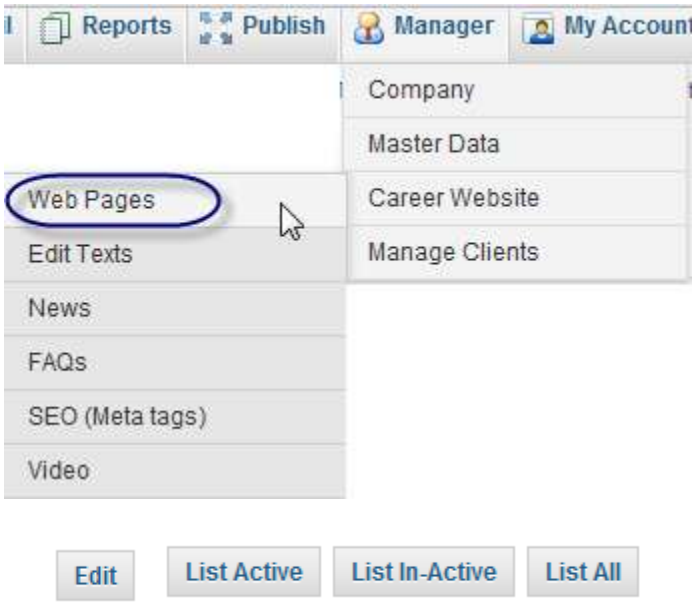
Career Website

"Career Website" is a tool bundled with Appliview. It is an independent career site/job site that is available with the main application. This can be fully customizable for recruitment consultants as a job portal as well as a corporate career portal.



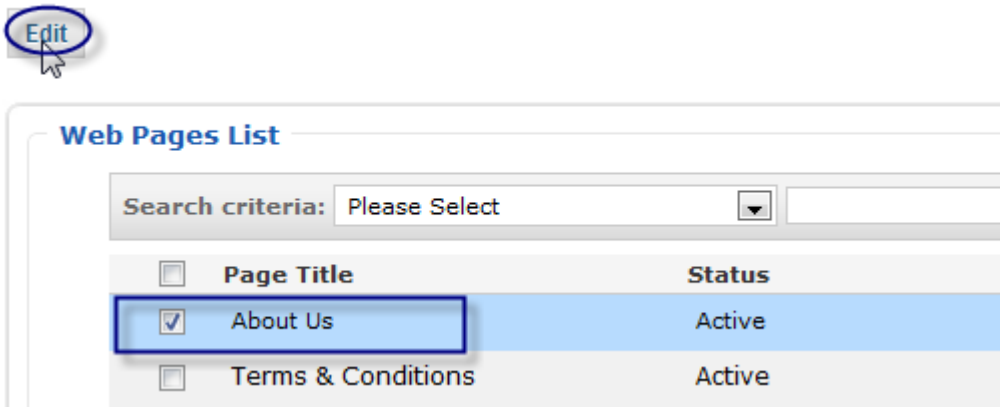
Web Pages

Five free pages in this career website can be customized.

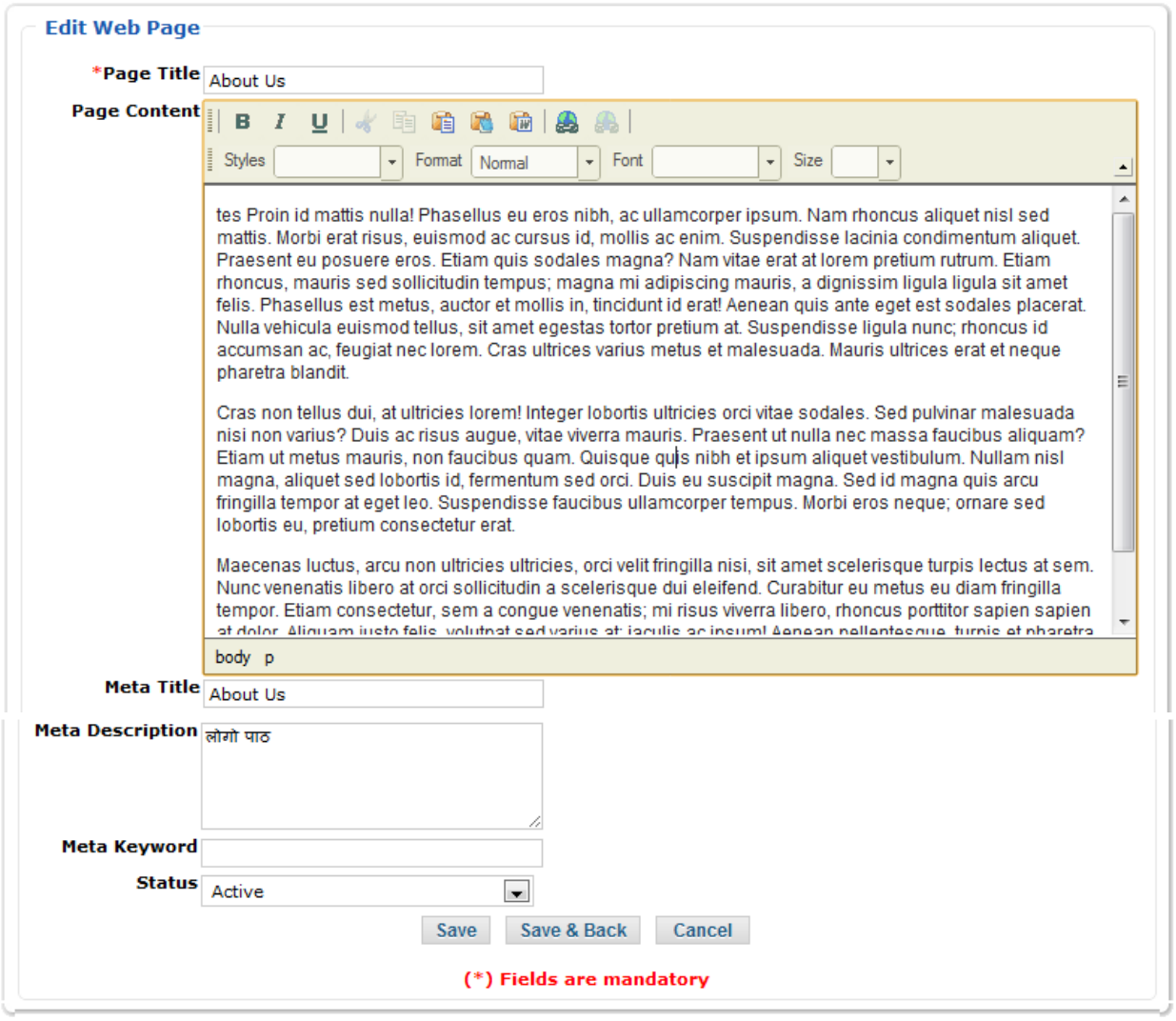


Edit

To edit pages.



Edit Screen


Edit Web Page
*Page Title
About Us
Page Content
Styles
Format
Normal
Font
Size
tes Proin id mattis nulla! Phasellus eu eros nibh, ac ullamcorper ipsum. Nam rhoncus aliquet nisl sed mattis. Morbi erat risus, euismod ac cursus id, mollis ac enim. Suspendisse lacinia condimentum aliquet. Praesent eu posuere eros. Etiam quis sodales magna? Nam vitae erat at lorem pretium rutrum. Etiam rhoncus, mauris sed sollicitudin tempus; magna mi adipiscing mauris, a dignissim ligula ligula sit amet felis. Phasellus est metus, auctor et mollis in, tincidunt id erat! Aenean quis ante eget est sodales placerat. Nulla vehicula euismod tellus, sit amet egestas tortor pretium at. Suspendisse ligula nunc; rhoncus id accumsan ac, feugiat nec lorem. Cras ultrices varius metus et malesuada. Mauris ultrices erat et neque pharetra blandit.
Cras non tellus dui, at ultricies lorem! Integer lobortis ultricies orci vitae sodales. Sed pulvinar malesuada nisi non varius? Duis ac risus augue, vitae viverra mauris. Praesent ut nulla nec massa faucibus aliquam? Etiam ut metus mauris, non faucibus quam. Quisque quis nibh et ipsum aliquet vestibulum. Nullam nisl magna, aliquet sed lobortis id, fermentum sed orci. Duis eu suscipit magna. Sed id magna quis arcu fringilla tempor at eget leo. Suspendisse faucibus ullamcorper tempus. Morbi eros neque; ornare sed lobortis eu, pretium consectetur erat.
Maecenas luctus, arcu non ultricies ultricies, orci velit fringilla nisi, sit amet scelerisque turpis lectus at sem. Nunc venenatis libero at orci sollicitudin a scelerisque dui eleifend. Curabitur eu metus eu diam fringilla tempor. Etiam consectetur, sem a congue venenatis; mi risus viverra libero, rhoncus porttitor sapien sapien
body p
Meta Title
About Us
Meta Description
लोगो पाठ
Meta Keyword
Status
Active
Save
Save & Back
Cancel
(*) Fields are mandatory

Page Title

Name of page

Page Content

Here you can add text what you want to show on the web page.

Meta Title

Please add text

Meta Description

Please add text

Meta Keyword

Please add text

Status

To make the page active or inactive and visible on your career site or not.

Save

To save the Web page you just edited.

Save & Back

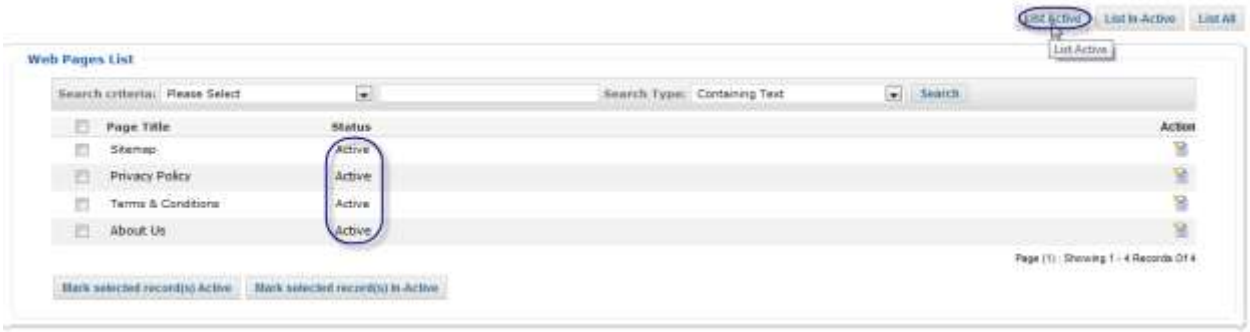
Your Web page is added and you are sent back to the list screen.

Cancel

Cancels the entire operation and sends you back to the previous list.

List Active

List of Web pages with an active status.

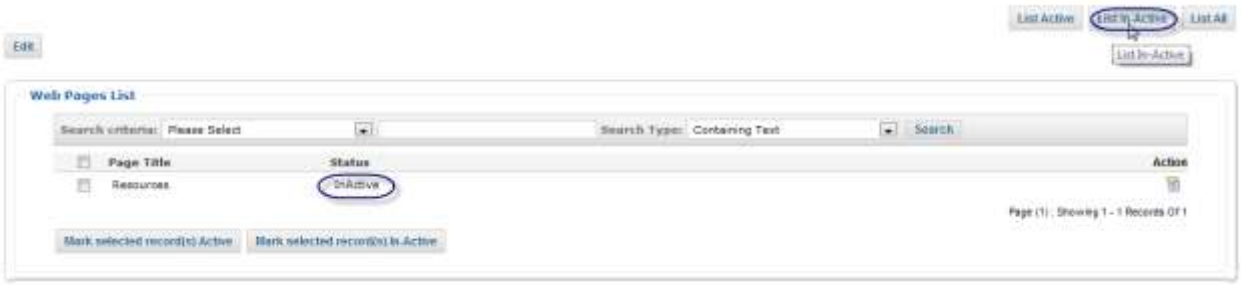


Mark Selected Record(s) Inactive

To mark an active page as inactive

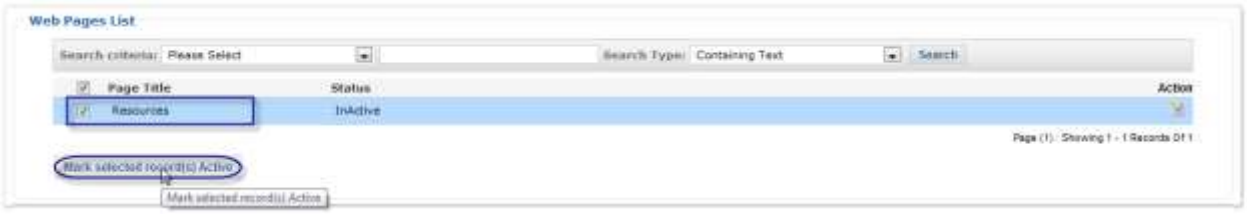
List Inactive

A list of inactive Web pages.



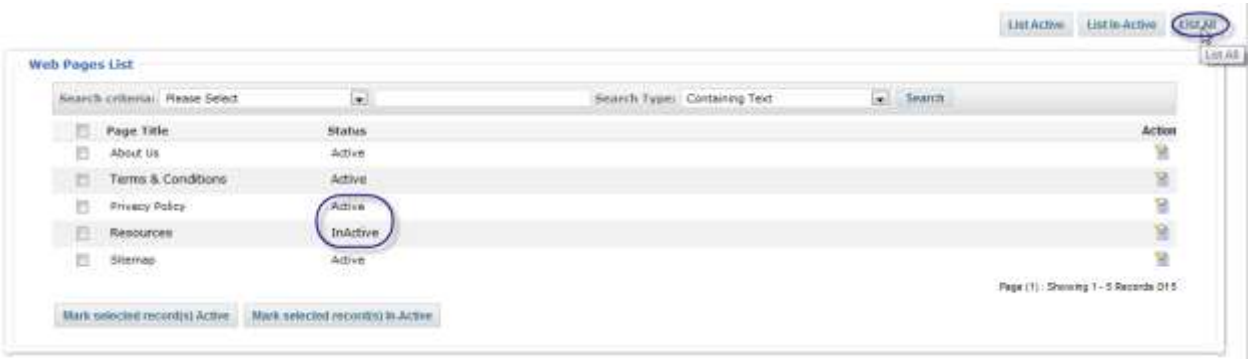
Mark Selected Record(s) as Active

To select an active record and designate it as inactive.



List All

To list all active and inactive Web pages

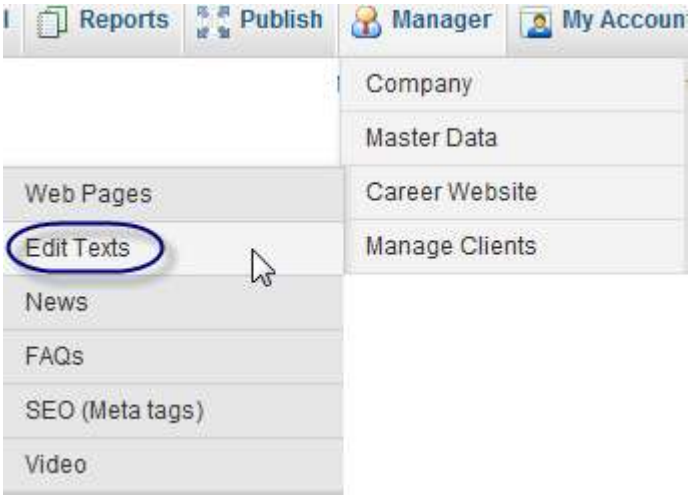


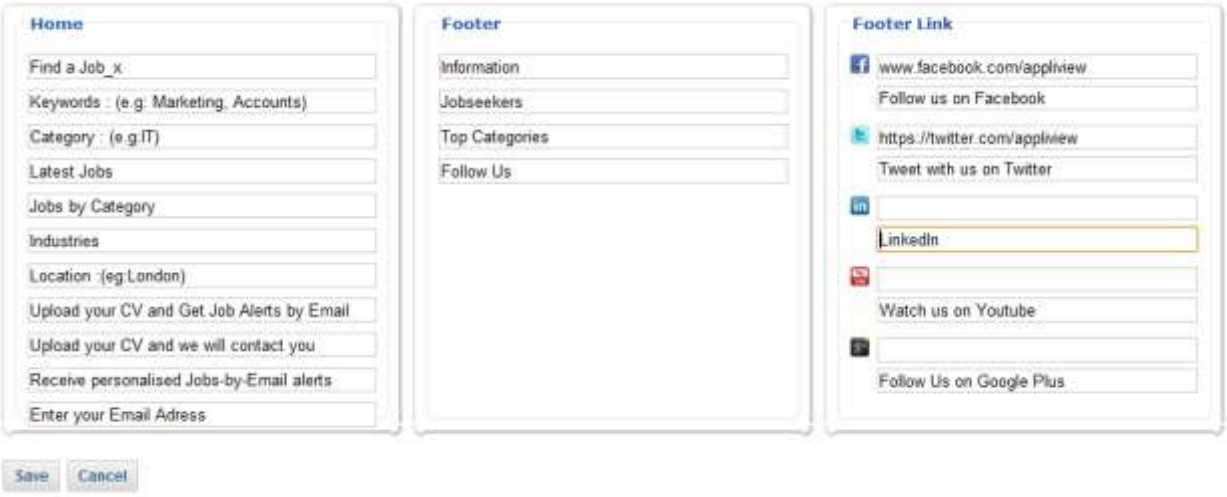
Search

Search for a particular Web page to edit it.

Edit Text

To edit text on the the career Web site.

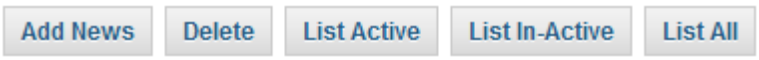




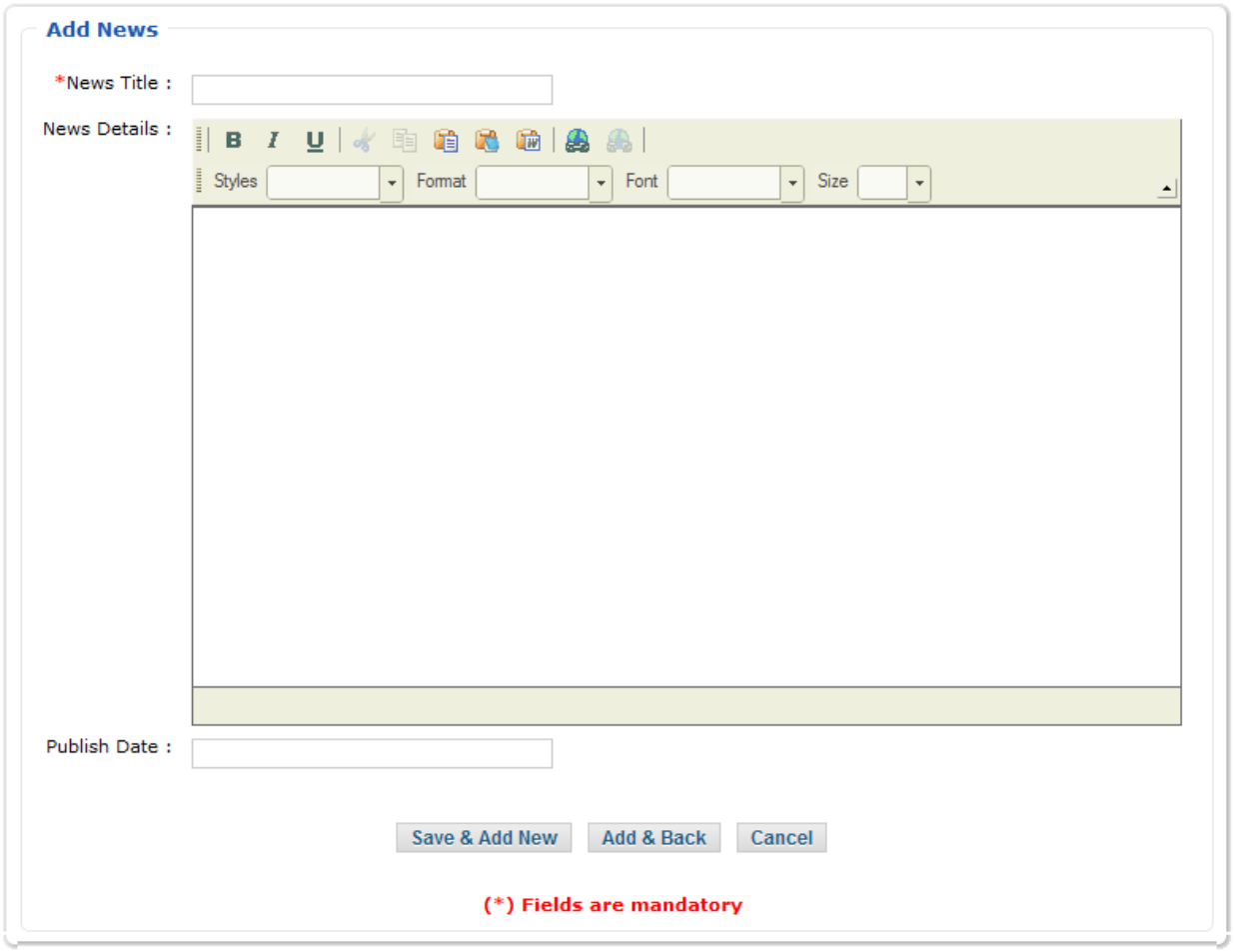
Save
Text will be saved.

Cancel
Will remove any changes made to these text boxes.

News
News of the company/industry/job/trade, of interest of candidates applying to your company or jobs posted by you.



Add News
To add news.

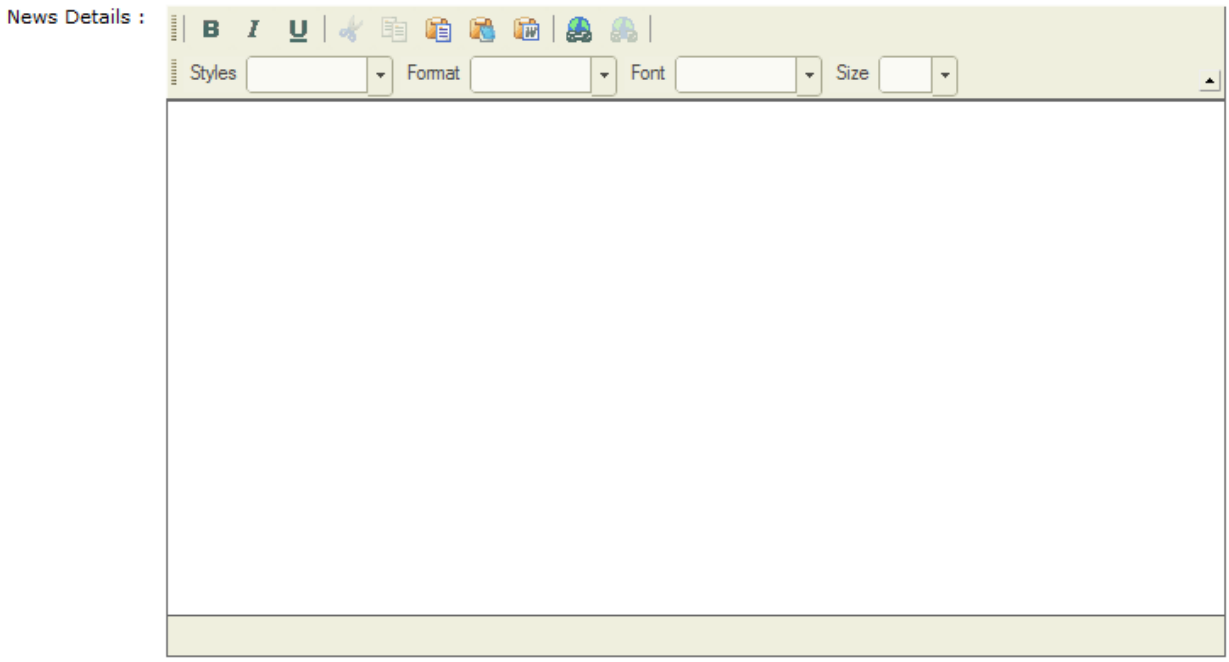


News Title

News story headline.

News Details

Describe your news story in detail.



Publish Date

Either the date you shared the story on the website or when it was originally published in other media.

Save & Add New

To save and add; gives you a form to add a story.

Add & Back

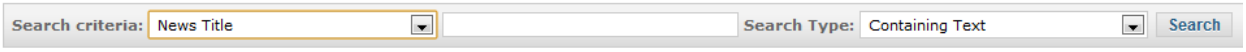
With this option, your story is added and you are sent back to the previous page.

Cancel

Cancels entire operation and sends you back to the previous page.

Search

To search for a particular news item before editing or deleting.

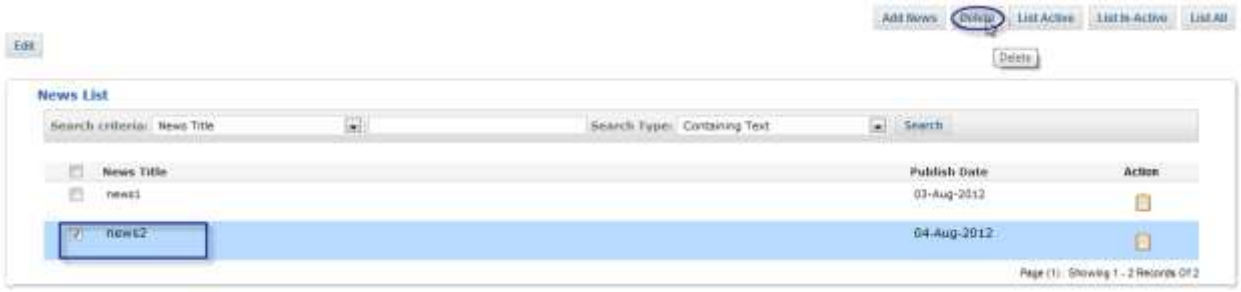


Edit

You can edit your news items from here.

Delete

Delete news here.



List Active

List of active news stories.

Image

List In-Active

List of news item with Inactive status.

Image

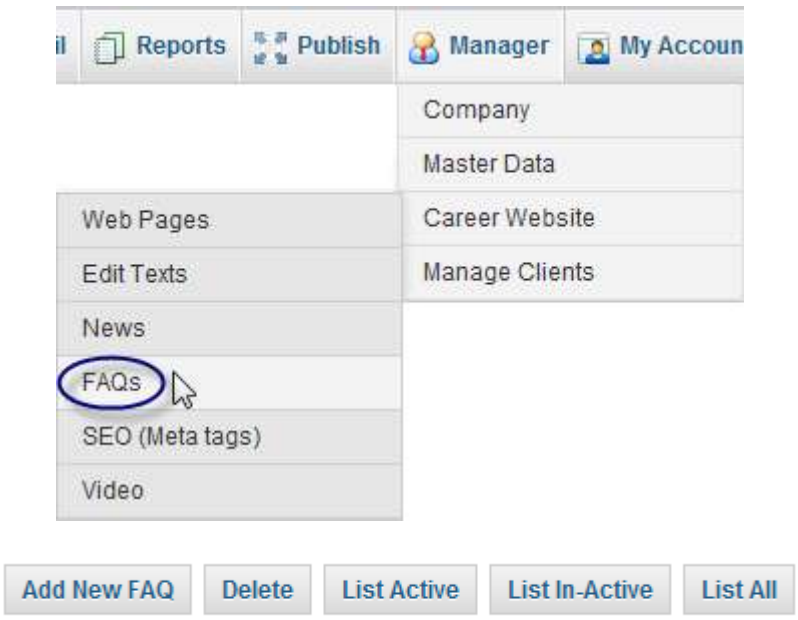
List All

List of all active and Inactive news items.

Image

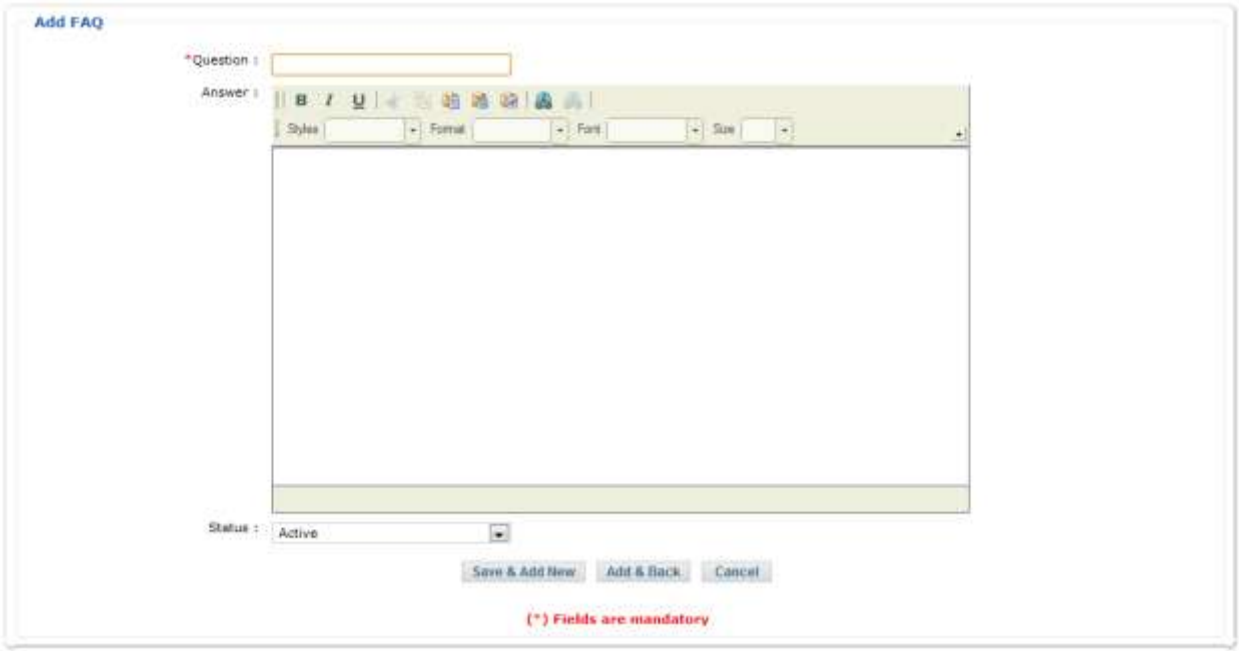
FAQs

Frequently Asked Questions: Helps user navigate common website or application activities.



Add New FAQ

Adds a new question and answer to the FAQ page.

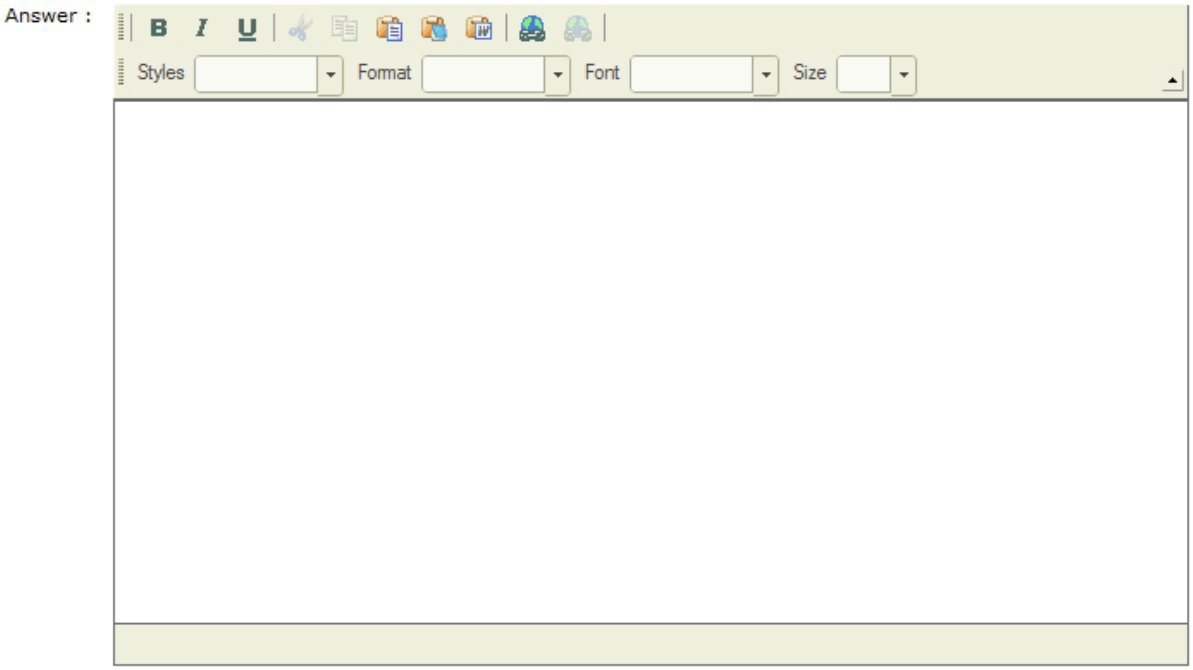


Question

Add the question here.

Answer

The solution to the above question.



Status

To change any question to inactive.

Save & Add New

To save and add a FAQ.

Add & Back

Your FAQ is added and you are sent back to the list.

Cancel

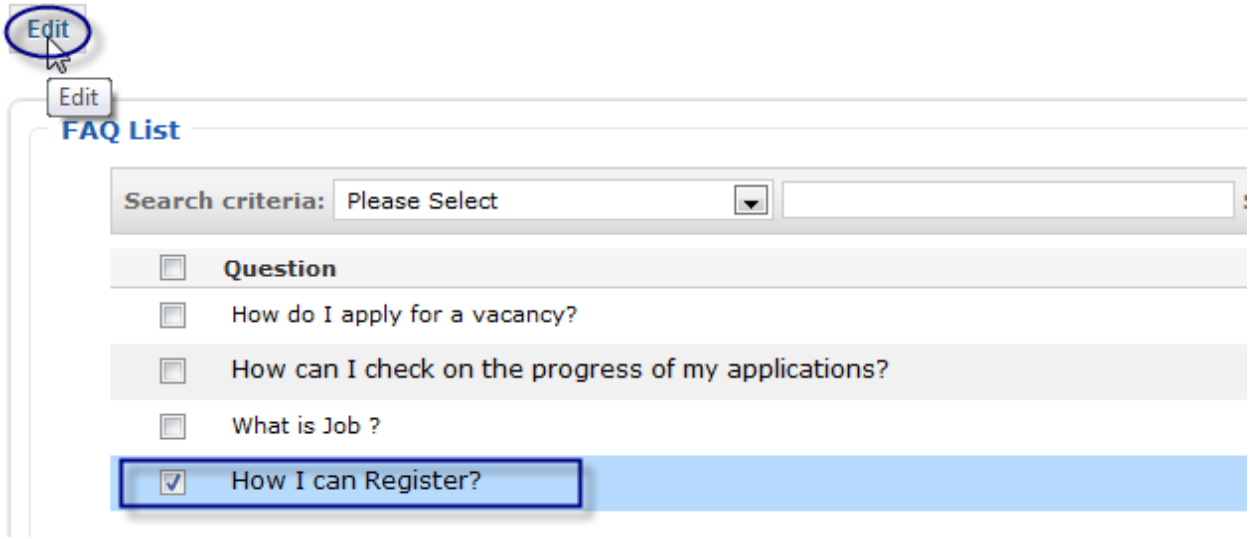
Cancels entire operation and sends you back to the previous page.

Search

To search for a FAQ before editing or deleting.

Edit

To edit any existing .FAQ

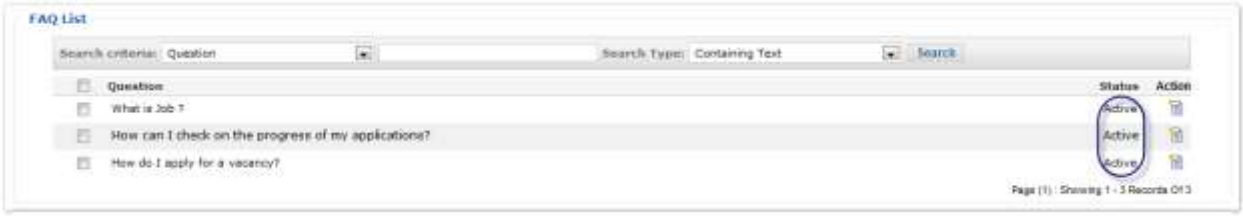


Delete

To delete a FAQ.

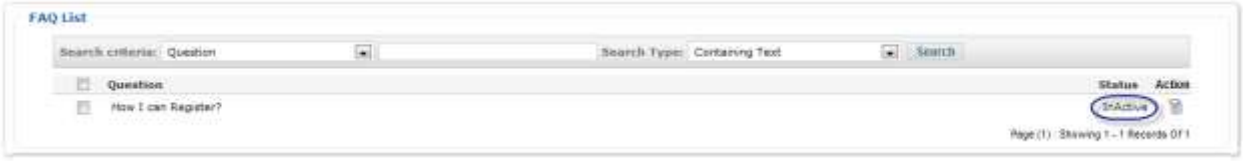
List Active

List of active news items.



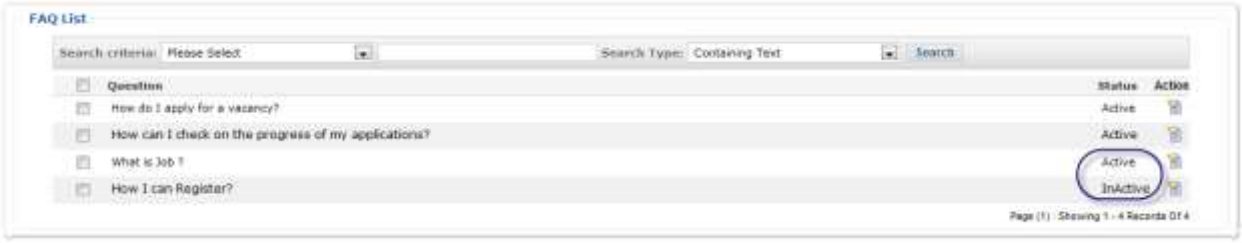
List In-Active

List of inactive news items.



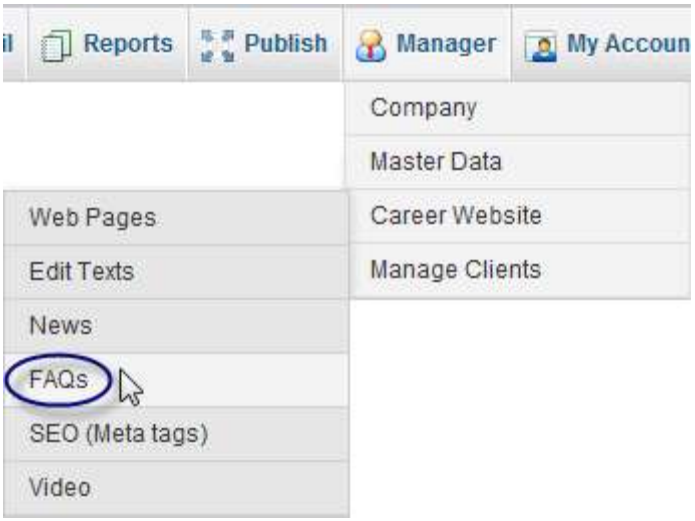
List All

List of all active and inactive news.



SEO (Meta Tag)

Add text



Edit Meta Tag

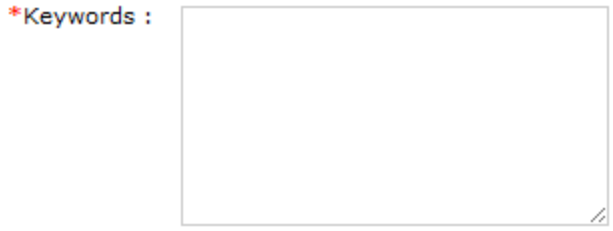
Add text

Default Page Title

Add text

Keywords

Add text



Meta Description

Add text

Status

Add text

Save

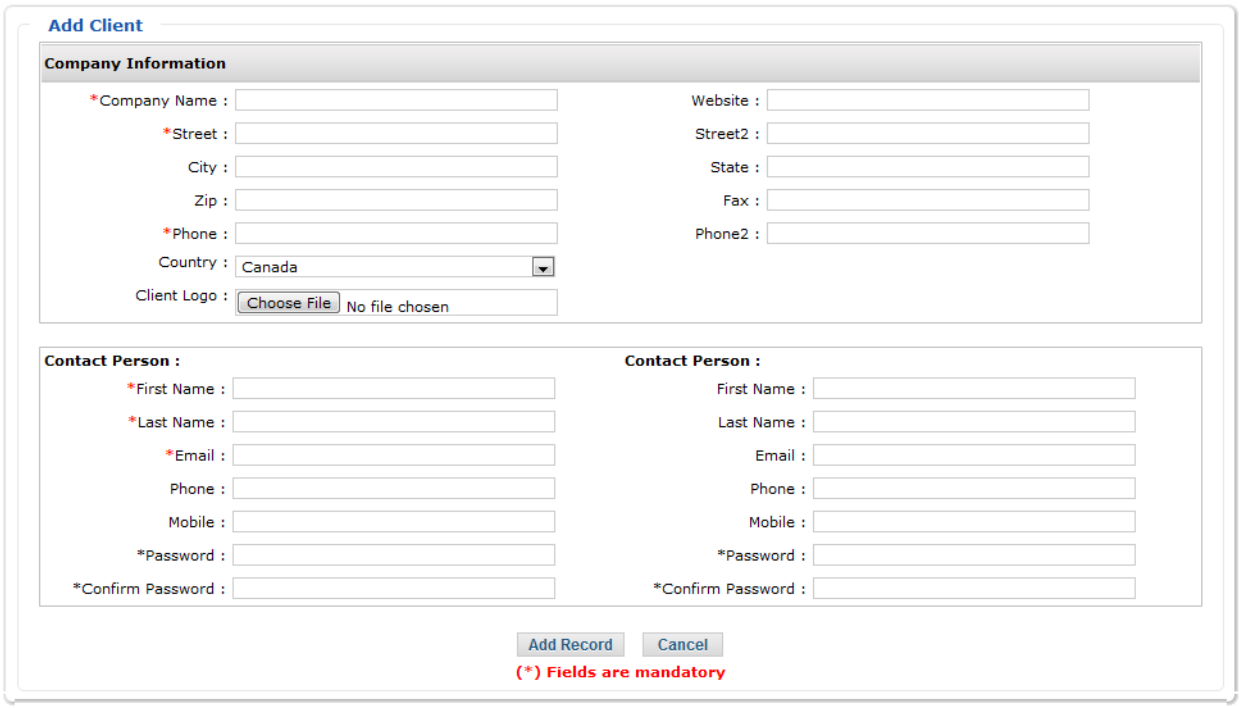
Saves SEO Meta Tag Record.

Manage Client

Add clients here.

Add New Client

Add a new client, with company details and contact information.



Company Information

To add details of client's business.

Company Name

Name of client's company.

Web Site

Client's business website.

Street

Enter address of client's company in line 1.

Street 2

Additional line of address if needed.

City

Client's city.

State

Client's state.

Zip

Zip code, postal code or pin code of client's company.

Fax

Client's fax number, with ISD/STD code.

Phone
Client's business phone, with ISD/STD code.

Phone 2
Other phone number, with ISD/STD code, if needed.

Country
Client's country.

Client Logo
Browse and select file of you client's company logo

Contact Person
Add a contact person for your client's company.

First Name
Contact person's first name.

Last Name
Contatc person's last name.

Email
Email address for your client's contact person.

Phone
Contact person's phone number, with ISD/STD code.

Mobile
Mobile cell phone number of client's contact person, with ISD code.

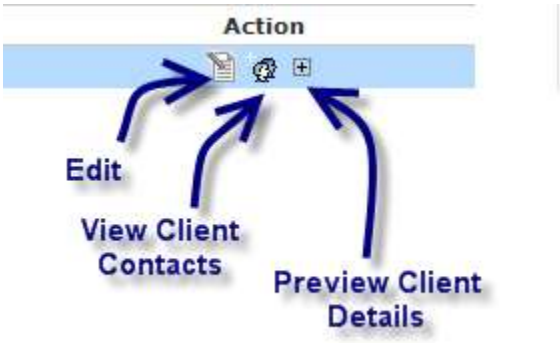
Password
Enter a password for your client's contact person.

Confirm Password
Reenter and confirm the above password.

Add Record
To save add add your client's details.

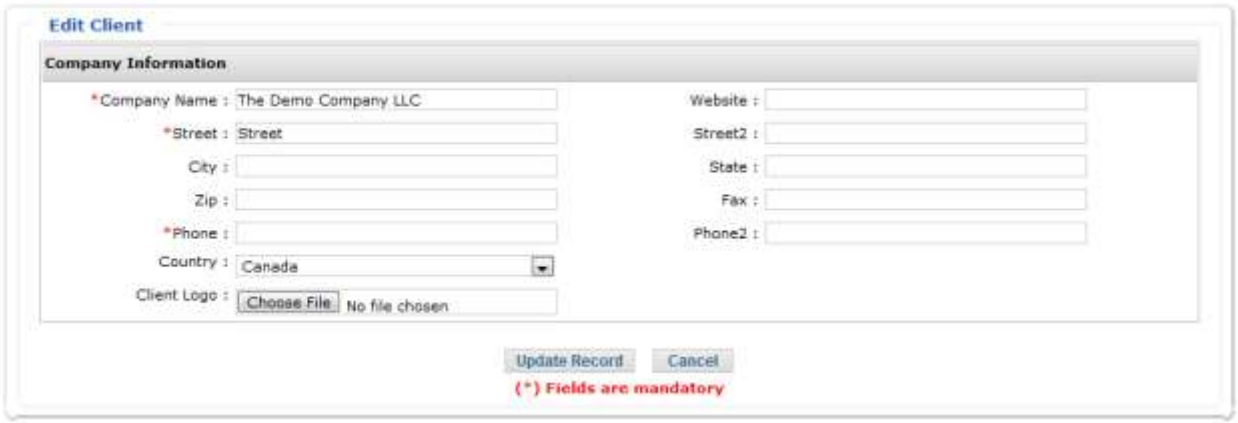
Cancel
Cancels the entire operation and sends you back to the previous page.

Action
To perform an action with client's information



Edit Record

Edit existing client details.

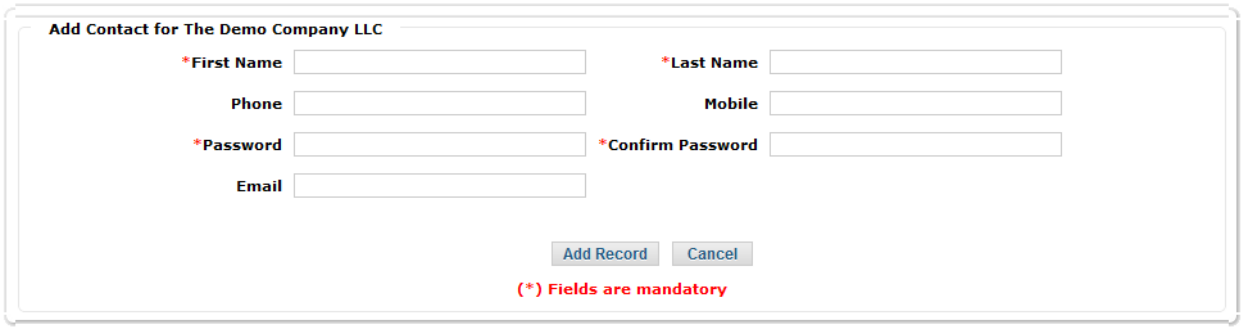


View Client Contacts

View contact person's details for a particular client

Add New Record (Contact Person)

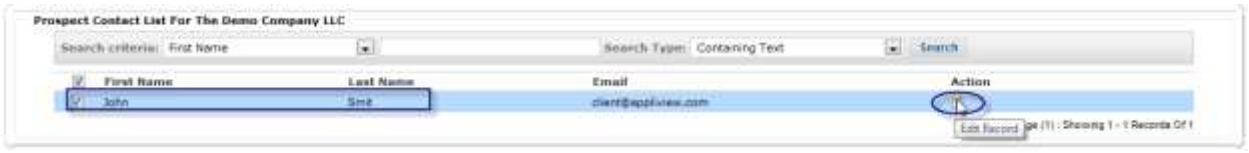
You can add additional contact persons for your client.



Please see page 142.

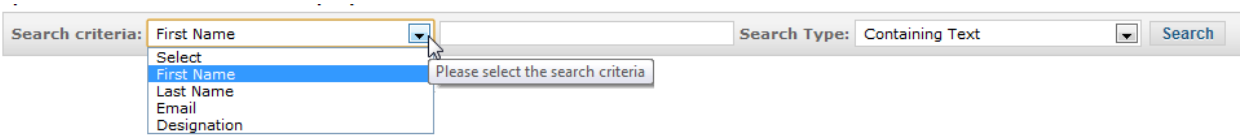
Edit

You can edit any particular contact person's details from here.



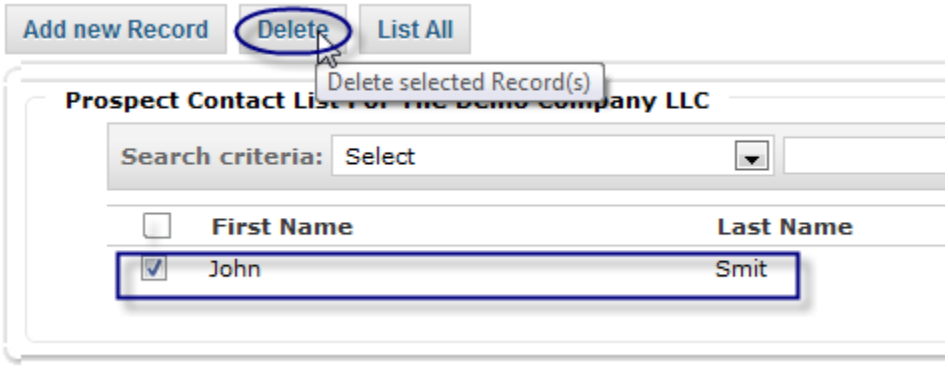
Search

To search a particular contact before editing or deleting.



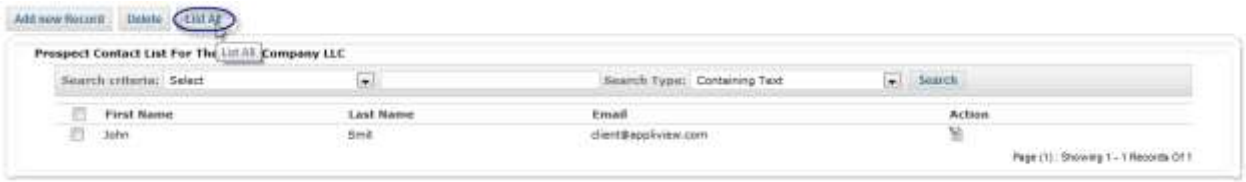
Delet (Contact Person)

To delete contact persons for your client (in case an employee left the company, etc.).



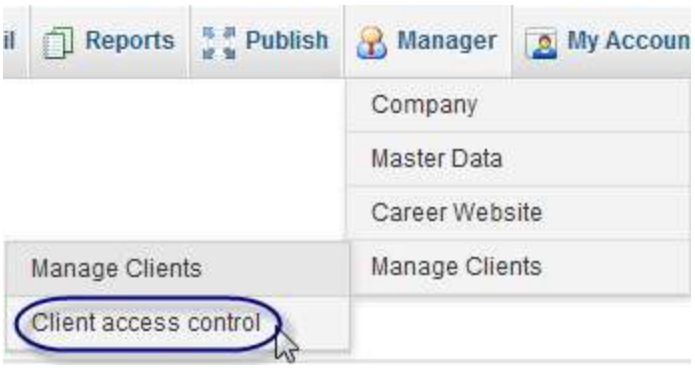
List All

A list of all active and inactive contact persons for a particular client.

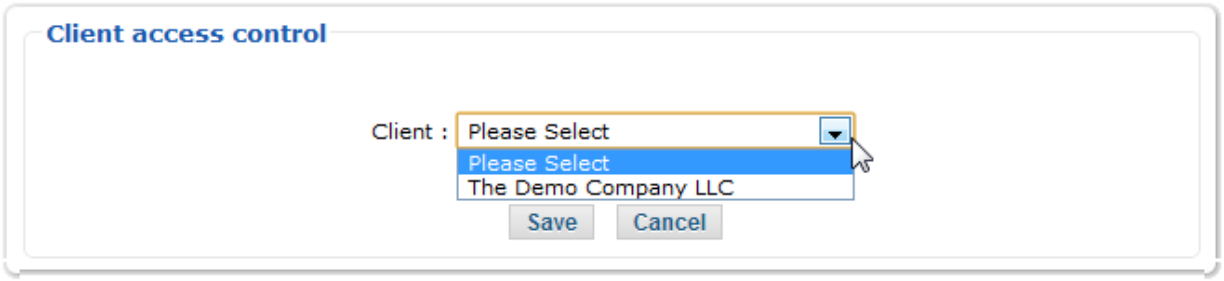


Client Access Control

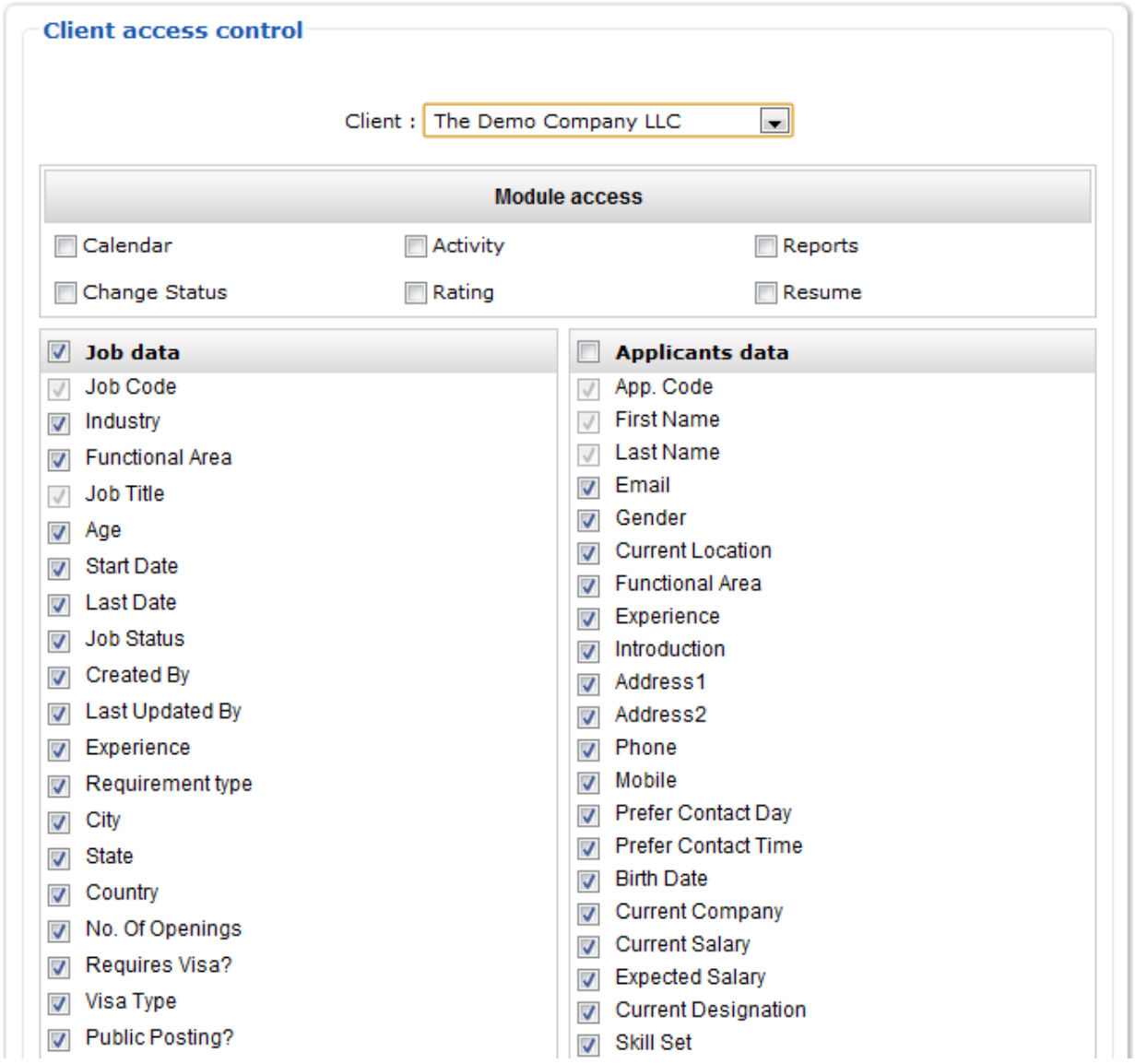
From here you can decide what access you would like to give to your clients.

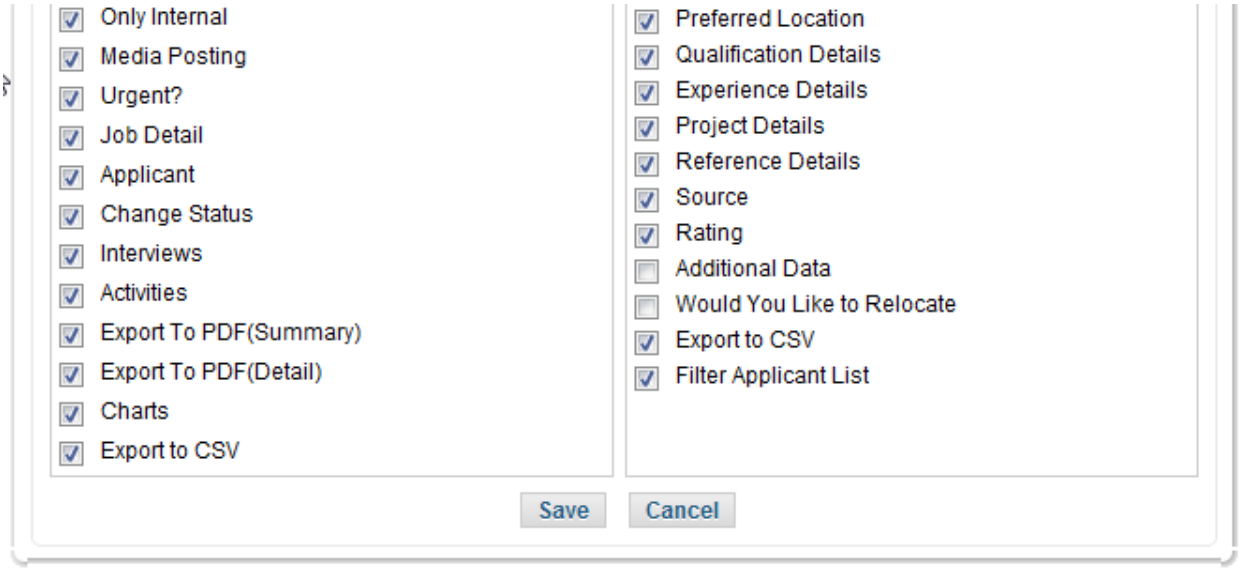


Step 1 Select a Client Company



Step 2 Select options or permissions you would like to offer client


Client access control
Client : The Demo Company LLC
Module access
Calendar
Activity
Reports
Change Status
Rating
Resume
Job data
Job Code
Industry
Functional Area
Job Title
Age
Start Date
Last Date
Job Status
Created By
Last Updated By
Experience
Requirement type
City
State
Country
No. Of Openings
Requires Visa?
Visa Type
Public Posting?
Applicants data
App. Code
First Name
Last Name
Email
Gender
Current Location
Functional Area
Experience
Introduction
Address1
Address2
Phone
Mobile
Prefer Contact Day
Prefer Contact Time
Birth Date
Current Company
Current Salary
Expected Salary
Current Designation
Skill Set



Save

Saves the rights or access for a client.

Cancel

Cancels entire operation and sends you back to the previous page.

My Account

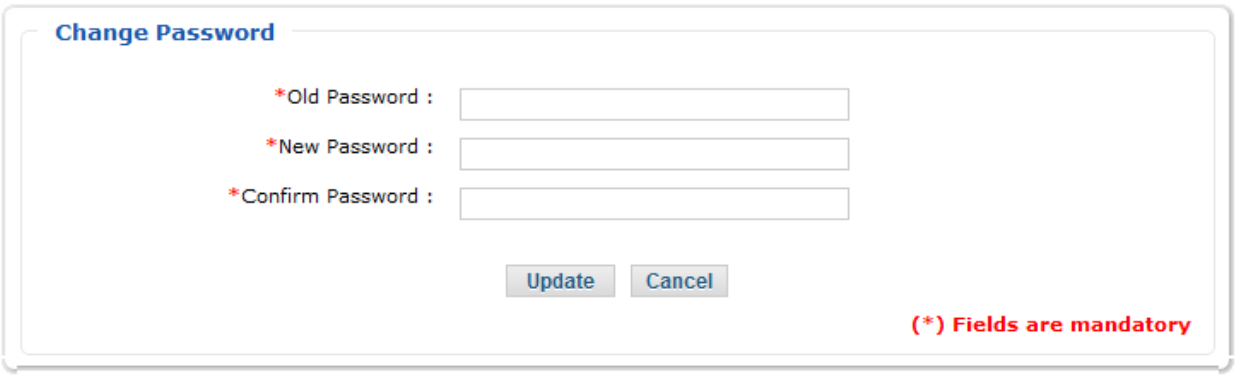
To control and edit your Appliview user details.

Change Password

You can change your password here.

Change Password Screen

Enter old password and change it to a new one, then confirm by entering again.



Update

This will save your new password.

Cancel

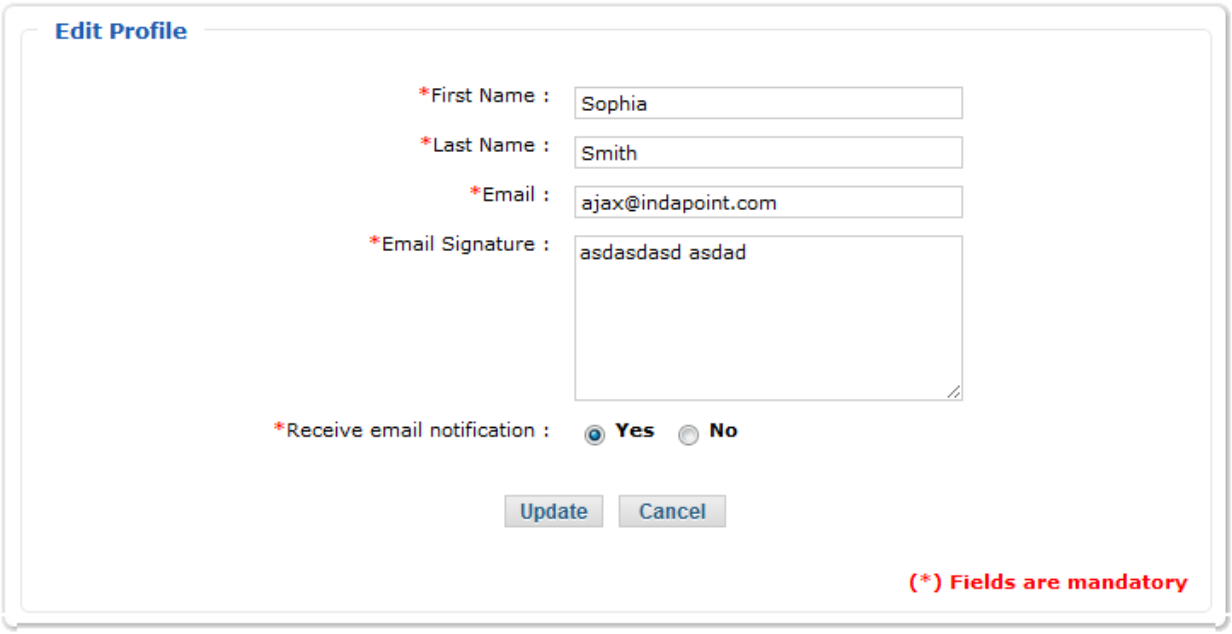
Cancels entire operation and sends you back to the previous page.

Edit Profile

From here you can change your personal and professional details.

Edit Profile Page

To edit your profile information.



First Name
Enter your first name

Last Name
Enter your last name

Email
Enter your email ID if changed

Email Signature
Add or edit the signature text you'd like at the end of your emails.

Receive Email Notification
Select "yes" to receive notification of emails.

Update
To save your edited information.

Cancel
Cancels the entire operation and sends you back to the previous page.

Logout
Click here to logout from the application.

You can also click to logout from the application.